

MARY JONES
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A strong financial analyst with more than ten years of diversified financial analysis, budgeting, accounting and project management for leading healthcare, retail and high-tech companies.

A highly conscientious and dedicated financial professional with excellent PC, analytic, accounting, interpersonal and communication skills.

EXPERIENCE

XYZ Hospital and Health Center, Santa Monica, California

2007-Present

Financial Analyst

Assist with the preparation of the Medicare Cost Report, negotiations and maintenance of ZYX contracts, and provide technical assistance to various auditing agencies in a 400-bed not-for-profit hospital.

- Provide pro-forma statements for new products being considered for hospital services.
- Analyze physician contracts to determine the emergency room's profitability.
- Perform profitability analyses on the Heart Institute and Cancer Center.
- Performed a three-year Diagnostic Related Group (DRG) profitability analysis to assess Medicare reimbursement.
- Provide backup analysis for a wide range of managed care contracts prior to negotiation.
- Assisted with a long-term nursing feasibility study to determine the best strategy for hospital profitability.
- Perform long range financial/strategic planning as required by the State of California and the hospital's home office.
- Prepare the financial statements for the 12 programs offered by the Child Study Center.
- Performed a consolidation study for the Mental Health Center, which resulted in a more efficient and profitable operation.

Los Angeles Company, North Hollywood, California

2003-2007

Senior Financial Analyst

Responsible for preparation of budgets and financial reports for a manufacturing company.

- Worked with media managers to establish available funding tied to upcoming promotions.
- Updated the forecast and budget for the current year.
- Assisted managers to establish sales and profit goals for the year.
- Monitored income and expense trends.

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Los Angeles Company, Continued

- Assisted department heads in resolving budget conflicts.
- Used analysis of variance techniques to assist managers with advertising promotions.

ZYX International Los Angeles, California

1999-2005

Financial Management Analyst

- Tracked performance against budget and prepared variance reports.
- Assisted in the preparation of the three- and five-year forecasts.
- Performed internal rate of return (IRR) and payback on all new business proposals.
- Coordinated with engineers and scientists for financial matters affecting budget performance.
- Carried out man power planning, direct and indirect cost analysis and financial troubleshooting.
- Prepared and presented to senior management information on the Engineering and Manufacturing Departments' financial performance on a quarterly basis.

California Data Systems, Los Angeles, California

1997-1999

Senior Financial Analyst

Responsible for financial forecasting, manpower planning and analysis of direct and indirect costs.

- Performed analysis on the sales and profitability for five business units against the division's financial plan.
- Assisted the Director of Finance with the preparation of annual operating, cash and capital budgets.
- Made recommendations concerning plans for new businesses.
- Performed lease versus buy proposal analyses.

PRIOR EXPERIENCE

Performed budget, financial analysis and purchasing for commercial and manufacturing firms.

EDUCATION

University of California Los Angeles, Los Angeles, California

Masters of Business Administration

University of California Riverside, California, Riverside, California

Bachelor of Science in Business Administration