

CINDY BLOOM

9800 La Canada Way, Shadow Hills, CA 91040

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www.cindybloombba.com
cbloom57@ca.rr.com**SUMMARY**

Highly motivated manager who thrives on challenges. Excellent financial reporting, budget, forecasting, and communication skills.

HIGHLIGHTS

- Financial modeling
- Budget
- Financial/variance analysis
- Forecasting
- Account reconciliation
- Strategic planning
- Complex problem-solving
- Excellent written and oral communication skills
- Advanced or proficient in Word, Excel, Access, PowerPoint, Publisher, QuickBooks (online and desktop versions), Quicken, PeopleSoft, WordPerfect, Oracle, SAP
- Full Charge Bookkeeping

ACCOMPLISHMENTS

- Completely remapped accounting systems (payroll, client billing and internal accounting) for accurate reporting
- Increased efficiency by networking Legal Solutions Plus among multiple users
- Created extensive yet easily understandable financial models to assist upper management before, during and after deals are made, thus significantly reducing risk while optimizing upside
- Successfully developed and maintained a complex citywide General Fund financial models to accurately forecast revenue and expenditures; wrote accompanying staff reports to the Burbank City Council
- Increased accounts receivable collection time by 40%

EXPERIENCE**Manager of Finance & Accounting****Nakano Nursery**, North Hills, California

May 2014 - present

- Create business plan and financial models
- Performed cost accounting for over 2,000 skus
- Prepared monthly Sales Tax report for State Board of Equalization
- In charge of monthly and year-end closings
- Revamped accounting system to properly account for CGS and inventory

Office Manager/Bookkeeper**Jon's Towing**, Sun Valley, California

March 2013 – March 2014

- Process payroll including all governmental payments and filings
- Implement a contract administration system for hundreds of private impound contracts
- Create and maintain website
- Bookkeeping and general administrative duties including Workers Compensation claim processing and reports, reconciliation of credit card and bank statements

Office Manager**Eick and Freeborn, Attorneys a Law, LLC**, La Crescenta, California

November 2010 – February 2013

- Assist attorney with preparation of legal documents, including wills, trusts, client accountings and real estate documents
- Process payroll including all governmental payments and filings
- Responsible for client billing and all office accounting functions

Technical Specialist**Tax Resolution Services, Inc.**, Encino, California

August 2010 – November 2010

- Liaison between clients and IRS and/or state tax agencies to negotiate resolution of tax issues

Supervisor, Profit Participations, Finance Department**Warner Bros.**, Burbank, California

November 2008 – April 2009

- Reviewed, analyzed and approved feature/TV participations statements prepared by staff
- Worked with manager on administrative duties
- Worked with staff to ensure contractual compliance
- Internally audited statements for accuracy prior to distribution

- Researched unusual fluctuations/activity

Administrative Analyst II, Budget Section, Financial Services Department

City of Burbank, Burbank, California

December 2001 – November 2008

- Responsible for updating financial models for General Fund appropriations, expenditures and revenue
- Calculated annual contribution rates for workers compensation and internal service funds
- Wrote letters regarding impact of pending legislation to elected officials for Mayor's signature
- Budget liaison for five departments with multi-million dollar budgets
- Reviewed budget transfers and recommended for approval or alternative action
- Responsible for City's debt administration for its current and called municipal bond issues

Director, Finance and Contract Administration

NBC Studios, Burbank, California

1995 - 2001

- Prepared business unit financial statements, TV production reports, and business/strategic plans
- Created and maintained complex financial models for television and film projects
- Analyzed new business ventures, assessed risks and opportunities, and made recommendations

EDUCATION

Pepperdine University, Business and Finance, M.B.A

California State University, Los Angeles, Broadcasting, B.A.