
Anne Hathaway

Mobile: 1234 567 890 | annehathaway@gmail.com | Nathan, Brisbane

Professional Summary

Experienced executive professional with a strong background in executive leadership and finance. Currently seeking opportunities to apply more than 17 years of experience as a Senior Executive, in a range of business and non-profit settings. Constantly seeking to improve the culture, reputation, returns and outcomes of organizations and is confident in ability to be placed in situations that allow me to think outside of the box to provide business solutions.

Professional Achievements

- CEO experience in three organizations totaling 13 years.
- Fostered successful relationships with over 300 clients; advised a total of \$40 million in assets.
- Provided high quality leadership, direction and strategic guidance to organisations with up to 140 staff and consistent annual profits of over \$120 million
- Identified long-term sustainable growth opportunities based on clients' needs, goals and business plans
- Managed large campaigns for a wide range of clients including financial planning, business planning, purchasing, branding, advertising, remodeling, and marketing

Education

Master of Business Administration (Marketing/Entrepreneurship) 20XX

- Winner of Griffith BUSINESS Transition Bursary supported by an advanced entry into Bachelor of Business
- Achieved GPA of 6.65 (out of 7)
- Selected subjects
 - Strategic Planning
 - Finance for large corporations
 - Leadership in multi-national organisations
 - **Research Project:** The Motivators and Enablers of a Encouragement Culture

Bachelor of Commerce (Financial Planning) 20XX
Griffith University

Leadership Experience

- Board of Directors – Health Board
 - Established and chaired the Primary Health Strategy Group, allowing Practice Nurses and GPs to engage with Hospital clinical teams to improve patient pathways. This progressed to include the CEO of the DHB and key managers to increase effectiveness.
 - Mentoring junior managers, either monthly (up to 8 people) and some intermittently over the course of the year
- Assist senior marketing staff across all team functions including: Communications, Sponsorship & Brand Partnership, Reporting & Measurement, Agency Liaison and Financial Management.

Executive Experience

Financial Executive

20XX to 20XX

Company Name

- Driving “best value” financial services through commitment to continuous improvement.
- Leading an engaged team who are accountable and performing to a high level.
- Ethical governance, risk management and audit reporting.
- Oversight of operational and transactional accounting.
- Financial planning and analysis, including regular dashboard reporting and budgeting.
- Preparation of tenders/forecasting models for business evaluation and contracts.
- Strategic financial management and provision of commercial advice for corporate development projects.
- Ongoing maintenance and improvement of the newly implemented ERP and POS systems.

Financial Executive

20XX to 20XX

Company Name

- Conducted Research with Fund Managers and Insurance Companies.
- Worked closely with the Financial Controller with respect to annual budget process and reforecasting as required.
- Weekly long-range cash flow forecasting and analysis and analysis of internal controls.
- In depth understanding and reporting of key business drivers and KPIs.
- Analyzing business unit profitability and cash flows and determining and implementing strategies to drive improvements.

Employment Experience

Woolworths Limited – Supervisor

20XX to 20XX

- Coordinated the checkout area ensuring customer wait times were minimized to keep customer satisfaction high
- Resolved complaints and answered queries regarding products and stock levels
- Delegated staff and managed lunch breaks, ensuring maximum operational efficiency resulting in consistently achieving daily sales targets by 100%+

Professional Development

- Professional Leadership Institute – Accredited 2018
- RACED Board Director Training 2017
- Queensland Women in Leadership workshop series 2016
Nominated by the CEO of the company
- ADBY-FLAME Certificate in Fundamentals of Leadership and Management 2016
- Chairing the Board training program (Institute of Directors, Australia) 2012
- Finance essentials for non-accountants (Institute of Directors, Australia) 2012
- Presentation Skills and Media Training 2010

Software Packages

- XPlan Financial Planning Software
- Highly competent with the Microsoft Office Suite (Word, Excel, PowerPoint)
- Photoshop and Video Editing
- Creating & displaying content via Social Media Platforms (FB, Instagram & Snapchat)

Referees

Meryl Streep

CEO

Runway Magazine

meryl@runway.com

Phone 0414 414 414

Eddie Murphy

CEO

Institute of Directors

eddiem@iod.com.au

Phone 0455 899 211