

ANNE BROOKES

Seeking position in...

* Financial Services *

TEAMWORK...ANALYSIS...FINANCIAL APTITUDE

Apt 14 / 20 Flinders Street, Melbourne VIC 3000

Mobile: 0414 981 062 ★ Email: abrookes82@gmail.com

Business Finance Graduate recognised for

Delivering improved performance & value to the finance function of an organisation

Proactive Graduate with a proven track record of improving cashflow and liquidity, recommending cost saving initiatives, and reducing exposure to foreign exchange risk. Multi-disciplinary education across finance, business and commerce compliments exceptional financial aptitude, strong analytical skills, superior problem resolution talents, and a flair for teamwork. Praised for commitment to deliver to deadline, communicating solutions, focus on accuracy and detail, and a practical way of approaching issues and queries.

SELECTED ACHIEVEMENTS

- ☑ **Leveraged financial management** to reduce the cash conversion cycle, recover \$25K in unpaid receivables, and recommend cost saving initiatives estimated to save \$50K in interest payments per year for Stenning.
- ☑ **Reduced Stenning's exposure to foreign exchange risk** against a volatile depreciating ringgit, saving up to \$100K p.a. through new processes.
- ☑ **Built a viable online business**, achieving 42% in profit by negotiating pricing with major companies such as Dell, Apple and Nokia.
- ☑ **Co-founder and Inaugural Treasurer of Sturt College Business Club.** Confidently managed all financial matters and grew Club to 50 strong members by providing members with quality business speakers.

EDUCATION & QUALIFICATIONS

Master of Risk Management - MONASH UNIVERSITY – Melb, VIC (2010)

Master of Applied Finance - MONASH UNIVERSITY – Melb, VIC (2008)

Bachelor of Business & Commerce - MONASH UNIVERSITY – Melb, VIC (2007)



Affiliations: Affiliate Member, Financial Services Institute of Australasia (FINSIA)
Pending Member, Chartered Financial Analyst Institute (CFA)
Member, Monash Accounting & Commerce Society (MACS)
Member, Economics & Commerce Student Society (ECSS)



Certifications: Certified Finance & Treasury Professional (CTFP)

Comprehensive Training in:

- ☑ Money Market Trading
- ☑ Financial Reporting
- ☑ Business Finance
- ☑ Financial Management
- ☑ Profit & Loss Management
- ☑ Cashflow Management
- ☑ Financial Statement Analysis
- ☑ Business Planning
- ☑ Foreign Exchange Risk Management
- ☑ Task Analysis

Personal Strengths

- ☑ Problem Solving
- ☑ Analytical Thinking
- ☑ Figure Aptitude
- ☑ Data Analysis
- ☑ Negotiation
- ☑ Cross Cultural Communication
- ☑ Presentation Skills
- ☑ Team Player Attitude

ACADEMIC SHOWCASE

Group Project: Funds Management

Contribution: Market Research, Analysis, Report Writing, Class Presentation

Worked closely with team in conducting an in-depth analysis on investment company Diamond Fund Advisors to analyse their current investment strategies and competitive positioning. Developed a comprehensive report identifying and recommending strategies for increasing market share, preventing competitors from eroding market dominance in the small capital market, and pros and cons of tax managed funds vs. traditional tax-deferred investing. **High Distinction - group placed at top of class out of 50 groups.**



Individual Project: Bank Lending (Accounts Receivable)

Contribution: Research & Analysis, Calculations of Ratios, Formal Report

Developed a formal report presenting the important functions of accounts receivable and highlighting why those functions are so important to the life of a business. Gathered information from company annual reports and online databases to develop a comprehensive report clearly outlining the exact impact accounts receivable has on a business and its potential impact upon financial statements. Took initiative to talk to accounting professionals at BHP Billiton and CBA to clarify ambiguous areas. **High Distinction - top class ranking.**

ACADEMIC SHOWCASE CONTINUED...

Group Project: Money Market Dealing

Contribution: Research, Analysis, Strategy Development, Pre & Post Trading Reporting

Weekly mock foreign exchange and money market trading sessions where groups worked collaboratively to conduct in-depth analysis and research into the economic conditions of the mock trading room, devise trading strategies, and meet stringent time constraints for pre and post trading reports. Gathered information on interest rates, exchange rates and relevant economic indicators from government websites, scholarly journals, weekly newspaper reports, and mock news releases. Trading outcomes were improved as the group gained more hands-on experience, leading to **achieving above average class rating**.

“Anne has a number of strengths. I found that she had a deep understanding & comprehensive knowledge in finance & bank lending areas & also her quick thinking, serious logic & independence impressed me.” *J.R. Butler – Lecturer, Monash University.*

PROFESSIONAL EXPERIENCE

STENNING WHOLESALERS – Malaysia

Dec 2005 to Present (Seasonal)

Finance Executive

Delivered improved performance and added value to the finance function through good financial management, researching the market to determine whether the ringgit was expected to depreciate or appreciate against the SGD, maintaining good relationships with customers to reduce liquidity issues, and developing and implementing processes to reduce exposure to foreign exchange risk.

Key Contributions:

- **Financial Management:** Reduced receivables conversion period from 15-days to 7-days and reduced the cash conversion cycle from 17-days to 9-days through good financial management and negotiation.
 - **P&L Management:** Reviewed and analysed financial statements to determine overall profit and loss and provided management with reports on the health of business operations.
 - **Cashflow Management:** Improved cashflow and liquidity through the careful monitoring and management of cash inflow and cash outflow.
- **Foreign Exchange Risk Management:** Saved up to \$100K p.a and reduced the company's exposure to foreign exchange risk against a volatile depreciating ringgit by negotiating customer payments, obtaining early liquidity, and implementing a new accounts payment process.
- **Discrepancy Identification:** Recovered \$25K in unpaid receivables by identifying discrepancies and correcting accounting records. Leveraged strong financial, analytical, problem resolution, attention to detail and meticulous organisation skills to reorganise 20+ years of accounts.
- **Cost Saving Initiatives:** Recommended the refinancing of assets with Citibank Malaysia at a much lower interest rate to reduce monthly instalments, leading to implementation of ideas. The decision is estimated to save the business up to \$50K in interest payments per year.



PACIFIC NATIONAL OUTLET – Melbourne, VIC

Oct 2005 to Present

Founder / Owner

Built and progressed eBay business into a viable online business achieving Power seller status for maintaining sale levels above \$5000 per month. Confidently met all aspects of managing a business and establishing a network to gain business opportunities in conjunction with meeting university and work commitments.

Key Contributions:

- **Negotiation:** Achieved a 42% in profit on computer products by establishing, developing, and negotiating supplier relationships with large electronic companies such as Dell, Apple, and Nokia.
- **Business Growth:** Generated profit without the risk of dead stock or unwanted inventory by sourcing a Hong Kong supplier via a drop-ship method. Process also eliminated packaging and shipping costs.

ADDITIONAL INFORMATION

Technology: MS Suite: Word, Excel, Access, PowerPoint, Outlook; Internet, Email

Languages: Fluent in English, Spanish, Mandarin, & Cantonese (verbal & written)

Strategy Explanation

This client approached me as she wanted to apply for graduate programs with some of the leading financial institutions within Australia – where they look for applicants that can demonstrate a combination of high academic achievement, leadership and extra curricular activities.

I was aware I needed to touch on her academic achievements but prior to doing this I wanted to bring to the forefront her proven experience within the financial arena. Anne had a seasonal finance executive role in Malaysia where she had provided value through improved processes, risk management, cost reductions and identifying / resolving discrepancies.

To bring this to the forefront, I created a 'Selected Achievements' section to showcase these achievements. I also touched on how she built her own viable online business to demonstrate both initiative and leadership traits. I then followed this with her education and qualifications, making sure that the affiliations and certifications stood out enough to set her apart from the average student just cruising to complete their degree. This of course was followed by her academic achievements, listing the two projects where she achieved top class ranking on the first page.

The idea of the first page was all about branding and presenting her as a valuable candidate for the graduate program who not only had the exceptional academic skills but also the finance know-how. Her branding statement 'Delivering improved performance & value to the finance function of an organisation' is backed up through the selected achievements.

The second page I included a quote from her Lecturer which speaks for itself and then went into more detail about the Finance Executive role as well as success in managing her own business.