



# JESSE ORDAZ

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## PROFILE

Dedicated and self-motivated professional exploring opportunities as a financial analyst to demonstrate exceptional skills in data analysis, budgeting, forecasting, reporting, and recommendations. Bringing a hands-on approach and the ability to work independently in high-stress environments.

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## EXPERIENCE

### Heidrick & Struggles, Los Angeles, CA

#### Sr. Financial Analyst, Jan. 2019-Present

- Analyze financial data to identify financial trends, strategy and compile information into reports.
- Assess budgetary performance to keep departments in line with standards, reduce expenses and address losses and discrepancies.
- Create monthly PowerPoint presentations illustrating business performance and goals.
- Perform accurate and fully compliant monthly closing processes, accruals and journal entries.
- Analyze invoice and expense reports, identify variances and research issues to correct problems and maintain financial accuracy.

### Simply Fresh Foods, Cypress, CA

#### Accounting Assistant/Data Analyst, Jan. Sep 2016 – Jan 2019

- Managed cash for daily banking transactions including paying vendors, rent and payroll.
- Paid vendors for goods regularly, maintaining relationships with sellers.
- Performed day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts payable data and reconciled daily totals to confirm proper accounting.
- Collected, tracked and organized data to evaluate current business and market trends.

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## EDUCATION

MBA, 2018: California Baptist University, Riverside, CA

Bachelors in Business Administration: Accounting, 2016: California Fullerton University, Fullerton, CA

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## AWARDS AND ACKNOWLEDGEMENTS

- Proficient in Microsoft Office/Excel (V-lookups, Pivot tables & Graphs). Experience with PeopleSoft, Oracle, SAP & QuickBooks.
- Bilingual (English & Spanish)