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Current Position

Human Resource Director with 10+ years of progressive experience managing business office functions and providing executive level support to principals. Superior interpersonal and analytical expertise with a focus on improving organizational effectiveness and productivity through recruitment, talent management, and employee engagement. Develops, oversees and builds an HR function. Able to identify, develop and manage the needs of existing financial departments. Utilize leadership, expertise and business management experience to align business activities with organizational goals, fostering business growth.

EDUCATION & TRAINING, New York, NY

Account Director

Responsible for leading assignments for various clients and account types. Assists principals in drafting and editing letters, reports, and documents. Refreshes regular client from the market, marketing, branding, and learning. Report this communication with company executives, the board of directors, and managers.

- Implement office efficiency by reviewing new project management software, returning savings after year by 1%.
- Developed and implemented the implementation of financial controls and reporting system.
- Conduct annual planning sessions for accounts with the partner bank managers.

PROFESSIONAL SUMMARY, New York, NY

January 2015

Skills Managed

Coordinated and supervised internal control projects with an annual budget of \$6 million. Developed formal documents to communicate results of audit activities to senior management. Managed multiple client accounts totaling over \$25 million.

- Trained and coordinated a team of 10 employees in-house. Required

EDUCATION

Master of Science in Accounting, Southern New Hampshire University, Manchester, NH

December 2014

Bachelor of Science in Accounting, Southern New Hampshire University, Manchester, NH

ANTHONY L. SAWYER

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