

# DANA NEUMAN

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## KEY ACHIEVEMENTS

- ★ **Assets Managed:** Distributed, globally, **\$140MM** in perishable cherries, transferred and allocated over **\$30MM** into investment products, and managed the activity of over **\$4MM** in an inventory current asset account.
  - ★ **5-Star Cleaning Business:** Generated **\$362K** in service revenue, accumulated **188** clients with **80%** of them through word-of-mouth, and achieved an average **62%** gross margin with favorable variances.
  - ★ **Operational Efficiency and Effectiveness:** Over **10 years of experience** executing information system strategies to automate administrative processes by leveraging Adobe, Excel, DocuSign, Google Drive, and QuickBooks.
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## EDUCATION & AFFILIATIONS

**Bachelor of Science in Business Administration** – Cumulative GPA: 3.6 Expected Graduation: **May 2025**

*San Diego State University Fowler College of Business*

- Societies: Finance & Investment Society Member
- Projects: Consulted Neuman Electric INC to change their project management infrastructure to Microsoft Products
- Relevant Coursework: Ethical Decision Making in Business, Fundamentals of Finance, Foundation of Global Business, Intermediate Managerial & Tax Accounting, Investments, Systems Analysis & Design, Negotiation

**Associate of Science in Business Administration**

Graduated: **Aug 2021**

*Miramar Community College*

- Relevant Coursework: Calculus I, Business Statistics, Managerial Accounting Fundamentals, Principles of Economics

**Associate of Art & Science in General Studies**

Graduated: **Jun 2018**

*Columbia Basin College*

- Team Captain: 2008 NWACC Soccer Champion, 2007 & 2008 League All Star in Soccer, 2007 & 2008 Most Assists
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## TRAINING, CERTIFICATIONS, & PROFESSIONAL DEVELOPMENT

**Level 1 Chartered Financial Analyst Exam**

Expected to Pass: **May 2025**

*Chartered Financial Analyst (CFA) Institute*

- Relevant Training: Alt. Investments, Corporate Issuers, Derivatives, Economics, Ethical & Professional Standards, Financial Statement Analysis, Fixed Income, Portfolio Management & Wealth Planning, Quantitative Methods

**Business Intelligence & Data Analyst Certification**

Completed: **Mar 2024**

*Corporate Finance Institute*

- Relevant Training: Fundamentals of Data Analysis, Power BI, Power Query, Python, SQL, & Tableau, Data Visualization & Dashboards, Intermediate DAX & Time Intelligence, Regression Analysis

**Financial Modeling & Valuation Analyst Certification**

Completed: **Dec 2023**

*Corporate Finance Institute*

- Relevant Training: 3-Statement Modeling, Business Valuation, Budgeting and Forecasting, Comparable Valuation, DCF Valuation Modeling, Monthly Cash Flow Modeling, Operational Modeling, Scenario & Sensitivity Analysis

**Securities Industry Essentials (SIE)**

Passed: **Dec 2022**

*Financial Industry Regulatory Authority*

- Relevant Training: Accounts, Capital Markets, Product Risks, Prohibited Activities, Regulatory Framework, Trading

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## PROFESSIONAL HIGHLIGHTS

### Logistics & Inventory Manager (Seasonal)

Mar 2013 – Sep 2024

*Hood River Cherry Company – Vertically Integrated Farming Operation*

*Hood River, OR*

- Operational Strategy Planning, Time Sensitive Inventory Management, Leveraging Excel:
  - Pioneered a **Poke-Yoke strategy** into the quality of operational reports for precise allocation of revenue and costs.
  - Reconciled an average production count of 100, 1620 LB, pallets of cherries per day, developed an **inventory dashboard** in Excel using the **COUNTIFS** statement, and generated daily **ad-hoc reports** for sales department.
  - Managed 8 outbound shipments and sent **\$700K in invoices** per day while mitigating FOB destination term risks.
- Team Communication and Process Management:
  - **Led collective communication** in daily logistic plans with a team of 4 forklift operators to execute the objective of preserving inventory and distributing efficiently.

### Sales Administrator

Oct 2021 – Oct 2022

*Cal Pacific Truck Center LLC – Commercial Vehicle Sales, Parts, and Service Dealership*

*San Diego, CA*

- Internal Accounting Operations and Feeding Data into Financial Statements (daily, monthly, and annually):
  - Utilized accounting information system to **classify and post** general ledger transactions, perform account reconciliations, month-end closing reports, and overseeing vendor payment records and accounts receivable.
- Excel Master, Forecast Modeling, Presentation, and Annual Operational Planning:
  - Revamped cost of sales analysis by integrating **gauge meters** and **waterfall charts** for quality presentation.
  - Developed a sales **forecast model** for the **Annual Operating Plan**, calculated actual sales to create **KPI** line chart presentations, and summarized monthly variances.
- Finance and Insurance Management, Loan Structure Negotiation, and Interpreting Loan Contract:
  - Coordinated **financing relationships with banks**, interpreted financial conditions on loan contracts, **negotiated a 200 bips decrease** in annual interest rates with banks, and compiled credit data to submit on behalf of businesses.

### Executive Assistant

Sep 2019 – Jan 2021

*Copley Financial Group INC – Retirement and Tax Planning*

*San Diego, CA*

- Asset Management and Event Budget Allocation:
  - Utilized financial systems to open customer accounts, including **IRAs, Roths, Rollovers, and annuities**.
  - Administered investment plans of over **\$30MM** in various asset types through exchanges, ACH, and/or wire.
  - Managed and hosted **58 promotional events** with a **\$7K budget per event**, acquiring 1-8 new clients per event.
- Operational Adaptability, Efficiency, and Modernization:
  - **Pioneered the integration** of DocuSign to streamline administrative mgmt. of financial agreements, resulting in automating 50% of manual tasks and reducing process times while adapting to the COVID-19 environment.

### Owner & Operations Manager

Jan 2014 – Dec 2017

*New Moon Cleaning (Sole Proprietorship) – Residential and Vacation Home Organic Cleaning Service*

*Hood River, OR*

- Accounting Operations, Financial Statements, and Financial Planning (daily, monthly, and annually):
  - Utilized QuickBooks to manage cash accounting, **financial statements, forecast revenue, and budgets**.
  - Prepared **P&L statements**, accounting reports, **financial plans**, operating forecasts, and quarterly tax documents.
- Team Development, Leadership, and Trainer:
  - Coached a team of 2 full-time employees through comprehensive training, employee handbook adherence, and an **incentivizing pay structure**, resulting in a daily sales revenue increase of approximately \$560.

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## TECHNOLOGY SKILLS & DISCIPLINES

<b>Microsoft Office:</b> Excel, Word, PowerPoint, Outlook, Teams	<b>Accounting:</b> GAAP, Accrual, Reason, Judge
<b>Financial Models:</b> Operation, Budget, Forecast, 3-Statement	<b>Quantitative Analytics:</b> Statistics, Probability
<b>Statements:</b> P&L, Cash Flow, Balance Sheet, Schedules, Metrics	<b>Behavioral:</b> Adaptability, Initiative, Reliability