

Anthony L. Perez

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PROFESSIONAL SUMMARY

8 + years of successful experience in Business and Financial Management. My success has come from utilizing my extensive skills in Analyzing Budget Reports, Preparing Financial Reports, Setting Cost Saving Goals, and following Department Guidelines and Procedures with minimal supervision. I have the ability to prioritize Multiple Assignments and have them completed in a timely manner.

PROFESSIONAL EXPERIENCE:

REPAIRS AND MAINTENANCE ANALYST

THE GYMBOREE CORPORATION, San Francisco, CA 94105 2007 to 2008
Retail Clothing Company

Major Accomplishments

Total Cost Savings of \$200,000 in the year of 2008 budget.

Successful rate of 95% in the handling of Land Lord/ Tenant issues related to Roof Leaks and Air Conditioning

Designed a general repairs binder for vendors to use as guidelines to process repair request

Analyzed invoicing for charges and audit invoices for accuracy.

Weekly Reports: On a weekly basis met with the Director of Repairs and Maintenance to discuss current issues and open proposals related to Emergency Calls, Electrical Repairs, Air Conditioning Repairs, Plumbing Repairs, Loss Prevention, and General Repairs.

Monthly Reports: On a monthly schedule met with the Director of Repairs and Maintenance to analyze Roof Leak Tracking Report, Maintenance Department Budget, Open Maintenance Requests, and Light Bulb Orders.

FACILITIES AND MAINTENANCE MANAGER

THE PICTURE PEOPLE, Foster City, CA 94404 2006 to 2007
World Class Photography Studios

Major Accomplishments

Individually responsible for maintaining 320 studios with a budget of \$1.7 Million a year

Individually responsible for prioritizing service repairs with 10 to 35 daily requests

Vendor Analysis: Evaluated each maintenance category based on performance, time response, and cost.

- Plumbing Category: Increase time response to studios from 1 to 3 days to within 12 hours. Reduce cost per transaction on average from \$369 to \$319.
- HVAC Preventive Maintenance Service: Reduced preventive maintenance service from \$130 to \$75 per service visit.
- Floor Cleaning Services: Negotiated price per cleanings from \$155 to \$145. Increase Quality control to studios by requesting a weekly report from our vendor
- Lighting Supply: Analyzed prices between vendors and received a cost reduction per

priced lighting lamps, fixtures, and ballast by creating competition among the vendors.

- Electrical Repairs: Increased response time to studios from 3 to 7 business days to within two business days.
- Disposal Usage: Decreased dumpster cost from an Average \$450 an order to \$275 by using a national junk truck service

Evaluated and Negotiated Service Level Agreement Contracts with Floor Cleaning Services, Air Conditioning, and Lighting Supply Companies

- Quality Control Feedback Reports
- Price Structuring
- Frequency per location

Vendor Invoice and Proposals Comparisons

- Authorized invoice payments regarding Proposals and Service Jobs for Accounting Entries
- Evaluated multiple vendor offers on service request

Designed a Booklet for studios to follow as Guidelines in reference to the Maintenance Department Procedures and Specifications

- Vendor List with after hour emergency contacts, Ceiling Tile Specs, Light Bulb Identification Guide, Floor/Carpet Cleaning Specs, Keys/ Security Procedures

Interviewed New Possible Vendors

- Sylvania Lighting Service Company
- Facilities Solutions Group
- West-Lite Supply Company

MANAGEMENT TRAINEE

Enterprise Rent a Car, San Francisco International Airport, CA 2005 to 2006

The #1 rental car company specializing in customer satisfaction

Major Accomplishments

- Employee of the Month for March 2005, for selling up \$525 in daily rates, selling a combined insurance protection package of 90, and 86% completely satisfied customers above corporate average of 79.3%
- Rank # 9 in the country as a branch out of 105 airports, which increased income per car from \$948 to \$1051
- People Skills with over 1,200 travelers from Japan, UK, China, Mexico and the US
- Increased fleet growth per year, from 885 cars to 1015 cars in operation
- Setting, Performing, and Evaluating Branch New Profit Opportunities
- Problem solving skills in settling disputes regarding billing, rates, pre-paid gas option, and time adjustments

OPERATIONS MANAGER ASSISTANT

Smith Barney, San Rafael, CA

A Citi-Group Financial Services Wealth Management Division

Major Accomplishments

- On a daily basis, created a newsletter which included research on interest rates, mutual fund markets, stocks, and bonds, distributed through out the Branch of 35 brokers, 3 Managers and 1 Vice President
- Reported the daily metric for 35 brokers which include their individual rankings based on the # of transactions exchanged, commissions received, new clients and performance.
- Organized and planned marketing sales meetings for new products services, increased the number a new products from 3% to 6% of total items marketed

- Assisted clients with investment materials and provided detailed Financial information

PROGRAM ANALYST

US Department of Veterans Affairs- Office of Finance, Washington DC
Serving Veterans throughout the Nation

Major Accomplishments

- In collaboration with the Program Manager Mary Water, Allocated \$65 million of research funds awarded from grants to research programs
- Increased research funding by 2.5% of funds to the areas of diabetes and breast cancer research
- Performed database updates as necessary in program called Research Analyst Forecasting Tool***, a financial database used to track research funding.
- Checked data for accuracy regarding trial balances and disbursements for fiscal years
- Provided funding reports and a project list to Portfolio Managers
- Evaluated and analyzed travel reports cost for awarded projects

ADMINISTRATIVE ASSISTANT

US Department of Labor- National Office of ETA, Washington DC
Under the direction of Secretary Elaine Chou

Major Accomplishments

- Unemployment Rate of 4.5%, Below the 10 Year Average of 5.8%
- Researched 30 occupations for the Geo Spatial Program for new and emerging industries including Basic Job Description, Statistical Information for Employment Demand, and Future Labor Forecast, which resulted in a fact sheet used as a marketing resource. (Handout)
- Used Microsoft Excel to establish a national report for the number of employees in the West, North, South, and East Regions used as a travel budget for the amount of expenses accrued
- Staff Volunteer in handing out marketing materials for the Workforce Innovations Conference under the Department of Employment, Training, and Apprenticeship (ETA)
- Volunteered for Summer Initiative Program, Mentor for Abe Hernandez a 7th grader from the DC School district

ACCOUNTS RECEIVABLE/RECONCILIATION

Matagrano Beverage Inc. South San Francisco, Ca
The leading Anheuser Busch Beer Distributor in California

Major Accomplishments

- Reached a milestone for revenue in a year, totaling \$85.7 Million, from Domestic and International beer brands sales.
- Successfully Completed tracking daily cash receipts for 35 drivers per year
- Cost Analysis Program of new products, less than one year, decreased cost by 1.7% of sales per new market entrant
- .5% error rate from reconcile inventory returned into the accounting database
- Less than .01% chance of ATF fines from Alcohol Permit Violations relating to credit sales
- Vendor Credit Risk Defaulting less than 2% of total sales revenue

PROFESSIONAL EDUCATION

San Francisco State University

- BS Business Administration/ Minor-Corporate Finance

Skyline Community College

- AS Business Administration

I took a variety of courses covering the following topics:

- Cost of Capital
- Capital Budgeting
- Options, Futures, & Forward Exchange Markets
- Stock & Bond Analysis
- Financial Institutions
- Investment Policies
- Current Developments
- Risk/ Return Analysis
- Foreign Exchange Markets
- International Corporate Finance

Consulting Projects Completed

GENENTECH

- Developed a strategic plan for retaining Mission Critical Employee reviewed by a Scientist/Consultant to Genentech

Accomplishments

- Awarded the Arthur Wallace Scholarship for Business Majors who have demonstrated Leadership and Community Service
- Received The Bronze Medal award for Increased membership at our local chapter, from 12 to 34 members, from the National Chapter of the Financial Management Association

Affiliations

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|---|-----------------|
| · Capuchino High School Baseball | Assistant Coach |
| · Financial Management Association | VP of Finance |
| · La Raza Student Organization - "The Voice". | Editor & Writer |
| · Association of Latino Professionals in Finance and Accounting | Member |
| · Professional Retail Management Store Maintenance | Member |

ADDITIONAL COMPETENCIES AND SKILLS

Professional Skills

- Team Player
- Strong Communication
- Multiple Tasks
- Problem Solver

Technical Skills

- Microsoft Office Programs
- Peachtree Software
- Ten Key
- Quick Books
- Repair and Maintenance System Database

Soft Skills

Managers, mentors, and references have described me as

- An understanding of diversity and the ability to successfully work in a diverse cultures
- Strong interpersonal skills
- A team player that also possesses outstanding leadership skills
- A sense of humor