**David J. Horowitz**

1707 John Avenue

Jackson, MI 49201

Phone: 517-782-1989

Email: djhorowitz@anymail.com

**Career Objective:**

When administration is strong, nothing can come in between the success of a company. I believe and applies this principle in my work and am interested in working for your organization at the capacity of administrative analyst and take care of administrative, technical, and analytical support.

**Summary of Skills:**

* Excellent knowledge of principles and practices of manufacturing environments
* Familiarity with the latest updates of state and federal business laws
* Experience in performing business analysis and verifying data
* Ability to research, plan, and implement effective policies and procedures
* High-quality communication, interpersonal, and coordination skills
* Expert with spreadsheet and other computer applications used for managing business data

**Work Experience:**

Administrative Analyst

Staple Food Products, Jackson, MI

July 2013 - Present

* Supporting clerical, administrative, and financial operations
* Collecting and analyzing business data and identifying improvement opportunities
* Maintaining sales, production, accounting and financial data
* Identifying and implementing methods to reduce cost and increase production
* Creating budget and providing support to the the marketing team in promoting products
* Evaluating general accounting entires and invoices distributing process

Administrative Analyst

Xoyo Retail Chain Store, Jackson, MI

March 2012 - June 2013

* Coordinate, handled, and supported administrative activities of retail chain store
* Prepared and achieved target of monthly budget for administrative department
* Collaborated with the IT team and developed database management system
* Prepared reports, presentations, graphs, tables, and charts depicting progress and forecast
* Researched on product quality and stability of manufacturers and suppliers
* Verified and reconciled daily cash and check collection and payment

**Education:**

* Bachelor's Degree in Accounting
Gold University, Jackson, MI
2011

**Reference:**

On request.