

NADIM J. ARNAOUT

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HIGHLIGHTS

- People-oriented manager, excelling in cross-functional positions, with solid leadership skills
- Five years of financial analysis experience, two of which in a managerial position with financial decision-making powers

PROFESSIONAL EXPERIENCE

■ PATIENT EDUCATION INSTITUTE (www.patient-educaton.com)

Finance Manager

May 2013 – March 2015

- Drove financial planning strategies
 - Built financial projection models to help estimate cash flows and profits
 - Analyzed past performance data to identify potential cost savings
 - Ensured alignment of company strategy and departmental budgets with financial planning
- Implemented processes to improve company cash flows:
 - Designed and implemented new collection of accounts receivables procedure resulting in \$1 Million cash inflow.
 - Redesigned the company's invoicing process, increasing revenues by 5% / year
 - Analyzed company cost structure
- Built solid leadership foundations as part of senior management:
 - Managed all day to day and strategic financial operations
 - Prepared and presented quarterly and annual reports to investors
 - Conducted market research analysis for potential mergers and acquisitions

Assistant Finance Manager

Sept 2009 – Sep 2012

- Assumed all accounting operations including payroll management, monthly billing, invoicing and collection of receivables, reporting to the top management with monthly & yearly P&L results compared to forecast & budget.
- Enhanced selected internal processes across departments:
 - Estimated the time and cost of developing educational software
 - Developed documentation for accounting operations and trained replacement before MBA
 - Designed new internal control systems to reduce invoicing error margin

EDUCATIONAL BACKGROUND

■ Henry B. TIPPIE School of Management, University OF IOWA

MASTER OF BUSINESS ADMINISTRATION (MBA), Corporate Finance/Finance

May 2014

Business Strategy Consultant, Client: AEGON International Asset Management

- Conducted market analysis and recommended investment strategies for mutual funds
- Developed a competitors analysis report
- Presents strategic recommendations to senior management

Corporate Finance Consultant, Client: Engine Development Start-Up

- Built a financial tool to assist client with technology valuation and financial implications of risks
- Selected to present the results to the University of Iowa's Finance Advisory Council

■ School of Business, Lebanese American University (LAU)

BA IN BUSINESS ADMINISTRATION, Banking and Finance

February 2009

Other

- Fluent in French (native), English, and Arabic. Dual citizenship (French and Lebanese)
- Advanced knowledge of Microsoft Office, Quickbooks, Crystal Ball modeling, Optimization, JMP
- Extracurricular: Active member in the Iowa community through volunteering activities, sports