

AMANDA SHATZMAN

3455 Table Mesa Dr., #K217, Boulder, CO 80305
amanda.shatzman@colorado.edu – (248) 417-8810

EDUCATION

University of Colorado Boulder – Leeds School of Business

MBA with Emphasis in Real Estate & Finance

Boulder, CO

May 2016

Michigan State University

Master of Science, Accounting

East Lansing, MI

May 2007

- Emphasis in Financial Reporting and Assurance Services
- GPA 3.9/4.0

Bachelors of Arts, Accounting

December 2005

- GPA 3.8/4.0
- Studied Abroad:
 - Winter 2005 –John Cabot University, Rome
 - Summer 2004 – Photojournalism, UK & Czech Republic

PROFESSIONAL EXPERIENCE

Northwestern Medical Faculty Foundation

Manager of Financial Affairs

Chicago, IL

December 2010 – August 2014

- Developed, prepared, and tracked all Anesthesiology department budgets- Approximately \$100 million in charges and all research grants from industry, foundations, and the government. Prior to my tenure no budget was approved for the Anesthesiology department and since then department has operated within budget (at a profit).
- Managed all financial accounts and reports of the Anesthesiology department as required by the University, the Hospital, and the Foundation.
- Designed and implemented high-level financial tasks through strong finance and analytical skills on both a regular and ad hoc basis.
- Managed multiple direct reports, including performance evaluations and salary determinations.
- Streamlined processes to increase efficiencies in grants management, payroll, and accounts payable.

KPMG LLP

Senior Associate

Chicago, IL

July 2009 – December 2010

- Led the audit of the financial reporting process for HSBC Finance Corporation (HSBC) by performing substantive and control procedures over their SEC filings.
- Coordinated communication as the liaison between the corporate finance department, the financial reporting department, and the audit engagement team for HSBC.
- Supervised concurrent audits of multiple employee benefit plans of Horace Mann Insurance, using exceptional organizational and time management skills.
- Reviewed accuracy of consolidated reporting packages, in both US and international standards, to overseas parent companies of HSBC and Chicago Climate Exchange.
- Audited key internal controls over revenue recognition for the Automotive Finance Corporation and financial reporting for HSBC to conclude on Sarbanes-Oxley requirements, paying close attention to risk assessment.
- Managed client relationships as the primary contact. Recognized by clients for providing superior customer service.

Associate

September 2007 – July 2009

ADDITIONAL INFORMATION

- Licensed CPA in IL since 2008, passed all four sections of the CPA exam on the first sitting.
- Participated and completed the 2008 Chicago Triathlon and the 2009 and 2010 Chicago Marathons while raising funds for the Leukemia and Lymphoma Society.
- Invited to participate in the Anti-Defamation League young leadership activities and board member
- Mentored a young girl as part of the Big Brothers Big Sisters Program, 2010-2014