

# Tina Burton

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Experienced financial specialist with excellent analytical skills and results driven attitude. Expert in financial modelling and business valuation. Overhauled financial reporting system that led to 30% cost reductions and 10% rise in reporting effectiveness. Looking to leverage skills and experience at Wealth Funds.

## Experience

### 2016-05 - 2019-12 Financial Specialist

*Makrel Trust*

- Effectively managed corporate Fortune 500 high volume portfolios and offered financial advice regarding investments and savings.
- Introduced new annual forecasting model and cash flow forecasts that were 15% more accurate than previous one.
- Trained 15 new employees in invoice processing, especially in terms of avoiding late fees and delivery disruption.
- Consistently reviewed vendors to secure preferred pricing. Led to annual savings of \$47K.

#### Key achievement

- Modified gross margin calculating model which increased accuracy of financial forecasting by 17%.

### 2015-06 - 2016-12 Financial Specialist

*PJJ Bank*

- Prepared and monitored monthly billing reports for 45+ high executive portfolios.
- Saved company \$1.1M through identifying low margin to high profit opportunities.
- Introduced Procure to Pay strategies that maximized portfolio value by 10%.

#### Key Achievement

- Earned "Finance specialist of the year" for excellence in financial models and processes that led to increase in quarterly revenue of \$700K.

## Education

### 2011 - 2014 B.A. in Finance

University of Virginia

- Secretary of the student finance club for 2 years

## Skills

Ability to work under pressure	● ● ● ● ●
Financial planning	● ● ● ● ● ●
Risk assessment	● ● ● ● ● ●
Customer service	● ● ● ● ● ●
Problem solving	● ● ● ● ● ●
Account reconciliation	● ● ● ● ● ●
Interpersonal skills	● ● ● ● ● ●
Advanced Excel	● ● ● ● ● ●
Advanced SAP knowledge	● ● ● ● ● ●