

Jane Jones

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FINANCIAL ANALYST

Award-winning college business graduate, with experience in two finance internships at two top firms, as well as experience analyzing financial statements for area businesses, seeks position with a top company.

Key skills include:

- Preparing and Analyzing Financial Statements for 25 Area Firms
 - Able to Calculate Financial Ratios
 - Experience Evaluating Organizational Performance Compared to Competition
 - Reviewing Trends in Finance Industry
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PROFESSIONAL EXPERIENCE

MERRILL LYNCH, *New York, N.Y.*

FINANCE INTERN (February 2018 – Present)

Review current trends in the finance industry and create PowerPoint presentations for clients; spend time with financial consultants and assist in organizing FA / EMA account listings; helped rewrite company manual on reviewing industry financial trends.

Notable accomplishments:

- Assisted in the organization of company files, collateral material, and administrative tasks.
- Was named "Intern of the Month" three months in a row for excellent performance.

DELTA AIRLINES, *New York, N.Y.*

FINANCE INTERN (September 2017 – December 2017)

Calculated liquidity, solvency, and profitability ratios for Delta consulting with financial officers.

Notable Accomplishments:

- Determined favorable trends by analyzing ratios, using Excel spreadsheets to exhibit trends.
 - Developed and presented to management a PowerPoint presentation on Delta's performance.
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EDUCATION & CREDENTIALS

UNIVERSITY OF ABC, *New York, N.Y.*

Bachelor of Science in Business (Minor: Music; GPA: 3.5; Graduated Cum Laude), May 2018

Extracurricular Activities

Vice President, Student Government Association • President, ABC School Financial Club

Information Technology Skills

Microsoft Word • Excel and PowerPoint • Publisher, Outlook, Access • PC and Mac, Internet