

Tina Burton

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.

Personal Info

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903-592-0237

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Skills

Ability to work under pressure	● ● ● ●
Financial planning	● ● ● ● ○
Risk assessment	● ● ● ● ●
Customer service	● ● ● ● ○
Problem solving	● ● ● ● ○
Account reconciliation	● ● ● ● ●
Interpersonal skills	● ● ● ● ○
Advanced Excel	● ● ● ● ○
Advanced SAP knowledge	● ● ● ● ●
Spanish	● ● ● ○ ○ B2

Experience

2016-05 -	Financial Specialist <i>Makrel Trust</i>
2019-12	<ul style="list-style-type: none">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 <ul style="list-style-type: none">Modified gross margin calculating model which increased accuracy of financial forecasting by 17%.
2015-06 -	Financial Specialist
2016-12	<i>PJJ Bank</i> <ul style="list-style-type: none">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 <ul style="list-style-type: none">Earned "Finance specialist of the year" for excellence in financial models and processes that led to increase in quarterly revenue of \$700K.

Education

2011 -	B.A. in Finance
2014	University of Virginia
	<ul style="list-style-type: none">Secretary of the student finance club for 2 years

Certificates

Certified Financial Planner (CFP)

Certified Financial Analyst (CFA)