

# 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

## Certificates

- Certified Financial Planner (CFP)
- Certified Financial Analyst (CFA)

## Skills

