

ENTRY LEVEL FINANCIAL ANALYST

15 Maple Street, Philadelphia, PA 12345
(123) 456-7890
your.name@gmail.com

Financial Analyst with 2+ years of experience in market analysis, modeling strategies, and accounting principles. Proven track record of utilizing financial reporting to support small- and medium-sized businesses while identifying new investment opportunities and reducing risk. Excited to energize Xact Co's financial strategy as a Financial Analyst.

PROFESSIONAL EXPERIENCE

CORMIER-TROMP

Entry-Level Financial Analyst

Philadelphia, PA

February 2020–Present

- Perform comprehensive analysis of business financials and help the upper management team make informed investment decisions through regular forecasting reports
- Conduct routine audits and update internal databases with new financial information
- Assist senior management with preparing monthly reports for executive meetings, including consolidating financial data, performing budget to actual variance analysis, and outlining detailed charts
- Reduced business expenses by 18% by performing routine audits on operating costs and identifying opportunities to outsource new vendors and acquire new clients
- Analyzed financial operations for three client accounts valued at \$150K–\$370K, including operating expenses, revenue cycle management, cash flow, and competitive analysis

TOWN FINANCIAL

Finance Intern

Des Moines, IA

July 2019–January 2020

- Managed a variety of financial administration tasks, including filling in spreadsheets, posting journal entries to the SAP ledger system, gathering data, and developing charts
- Cooperated with the payroll department to track labor hours for over 455 employees
- Assisted senior analysts in preparing presentations, assessing budgets, and drafting reports
- Contributed toward savings of \$3M by consolidating financial data ahead of leadership meetings, maintaining the accuracy of financial reports, and maintaining accurate databases to help forecast future financial performances

EDUCATION

IOWA STATE UNIVERSITY

Bachelor of Science in Finance

Ames, IA

Honors: *summa cum laude* (GPA: 3.9/4.0)

May 2019

ADDITIONAL SKILLS

- **Computer:** MS Office Suite (Word, Excel, PowerPoint, Outlook), SAP Financials
- **Professional:** Data analytics, problem solving, accounting principles, cost management, financial reporting, forecasting, public speaking, attention to detail