

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

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|--------------------------------|-------------|
| Ability to work under pressure | <div></div> |
| Financial planning | <div></div> |
| Risk assessment | <div></div> |
| Customer service | <div></div> |
| Problem solving | <div></div> |
| Account reconciliation | <div></div> |
| Interpersonal skills | <div></div> |