

# 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 -	<b>Financial Specialist</b> <i>Makrel Trust</i>
2019-12	<ul style="list-style-type: none"><li>Effectively managed corporate Fortune 500 high volume portfolios and offered financial advice regarding investments and savings.</li><li>Introduced new annual forecasting model and cash flow forecasts that were 15% more accurate than previous one.</li><li>Trained 15 new employees in invoice processing, especially in terms of avoiding late fees and delivery disruption.</li><li>Consistently reviewed vendors to secure preferred pricing. Led to annual savings of \$47K.</li></ul>
	<b>Key achievement</b> <ul style="list-style-type: none"><li>Modified gross margin calculating model which increased accuracy of financial forecasting by 17%.</li></ul>
2015-06 -	<b>Financial Specialist</b>
2016-12	<i>PJJ Bank</i> <ul style="list-style-type: none"><li>Prepared and monitored monthly billing reports for 45+ high executive portfolios.</li><li>Saved company \$1,1M through identifying low margin to high profit opportunities.</li><li>Introduced Procure to Pay strategies that maximized portfolio value by 10%.</li></ul>
	<b>Key Achievement</b> <ul style="list-style-type: none"><li>Earned "Finance specialist of the year" for excellence in financial models and processes that led to increase in quarterly revenue of \$700K.</li></ul>

## Education

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

## Certificates

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