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| **ENTRY LEVEL FINANCIAL ANALYST** | | | |
| 15 Maple Street, Philadelphia, PA 12345  (123) 456-7890  your.name@gmail.com | | | |
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| *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.* | | | |
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| **PROFESSIONAL EXPERIENCE** | | | |
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| **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 | | | |
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| **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 | | | |
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| **EDUCATION** | | | |
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| **IOWA STATE UNIVERSITY**  Bachelor of Science in Finance  Honors: *summa cum laude* (GPA: 3.9/4.0) | | | **Ames, IA**  *May 2019* |
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| **ADDITIONAL SKILLS** | | | |
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| * **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 | | | |