

ROBERT SMITH

Junior Finance Analyst

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Diligent and motivated Junior Finance Analyst with 4 years of real estate accounting and finance experience. Seeking a full-time analyst or associate role that will further enhance my knowledge of finance and real estate; including my skills in FP&A; commercial development, due diligence/research, financial modeling, and underwriting potential investments.

CORE COMPETENCIES

Powerpoint, Word, Quickbooks, Windows, Windows XP, Written Communication, Written Correspondence, Editing, ERP

PROFESSIONAL EXPERIENCE

Junior Finance Analyst

Biomed Realty, LP - 2015 – 2017

Key Deliverables:

- Supported the companys corporate finance functions, including portfolio analysis, budgeting, financial planning and analysis, and preparation of board materials/presentations for our senior management/executive teams, financial investors/institutions, and lenders.
- Assisted in the preparation of quarterly reports and board materials, for both the management and executive teams.
- Assisted asset management with researching, collecting and publishing real estate data across several of our core markets.
- Prepared pro forma p/l statements for newly formed joint ventures (six created in year one).
- Managed monthly budget, revenue/expense forecasting, and reviewed monthly expense accounts.
- Prepared reports/analyses to summarize current and projected company financial information.
- Researched business drivers and succinctly communicate performance to management to drive action.

Staff Accountant

Bridgewest Group - 2013 – 2015

Key Deliverables:

- Accurately and timely produced accounting and financial reports for multiple investment companies, with a focus on the commercial and residential real estate portfolios.
- Created and implemented new property tax procedures for a +1,000 unit portfolio in order to expedite tax payments, and resolve issues with over-due tax payments and penalties.
- Supervised and trained three individuals in accounts payable, accounts receivable, property tax invoicing, section 8 (applications/inspections/deposits), bank deposits and reconciliations.

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- Governed the commercial portfolio by managing all tenant ledgers, invoicing, preparing and distributing NNN (cam) reconciliations.
- Managed capital budgets and projects, preparing and publishing financial reports, and corresponding with all commercial tenants.
- Assisted controller and assistant controller reconcile pl accounts and fixed asset schedules.
- Communicated regularly with the owner and commercial broker to manage new leases.

EDUCATION

- Bachelor Of Science in Business Administration - 2011(San Diego State University)