

Michelle Tom

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Summary

Experienced financial analyst with 5 years of experience working with financial trading strategies and algorithms.

Experience

Financial Analyst

Hedge Fund • Houston, Texas

September 2019 - Present

- Implemented monthly budget tracking on a weekly basis, resulting in a 20% reduction in overall expenses
- Analyzed data and trends via trend charting, resulting in an average of \$38k in additional annual revenue
- Utilized internal CRM software to monitor sales and contact lists, providing daily reports to management
- Increased conversion, sales and revenue by 2% annually through training and implementation of responsive web design
- Researched and validated the most effective staffing practices for 4 new positions

Financial Analyst

Delta Assessment • Houston, Texas

February 2018

- Evaluated and ranked existing positions within the company on employee engagement and productivity
- Performed a statistical analysis of employee compensation data to identify areas for potential cost savings

- Assisted in the creation of a new performance management methodology which improved the employee's experience in the workplace by 14%
- Improved the efficiency of customer support representatives by 25% through employee training and new procedures
- Increased the customer retention rate for the core product by 10%
- Assisted with capital budgeting decisions that resulted in additional investments being leveraged to generate \$100k in revenue

Accountant

Accounting Talent • Houston, Texas

October 2016

- Generated an average of 18 invoices per day
- Provided month-end reconciliations to ensure the accuracy of the year-end financial reports and accurate year-end reporting
- Created a client relationship management program to track leads, projects, opportunities, and clients, and provide customer service and reply/support, increasing customer retention by 4%
- Managed an average of 3 bookkeepers and 3 tax preparers

Skills

Budgeting, Forecasting, Financial Modeling, Microsoft Excel, Microsoft Office, Microsoft Word, Financial Analysis

Education

Bachelor's Degree in Finance

Krebs Mountain College • Houston, Texas