

# JOHN DOE

xxx-xxx-xxxx  
New York, NY 10006

[aname@gmail.com](mailto:aname@gmail.com)  
[linkedin.com/in/](https://www.linkedin.com/in/)

## FINANCIAL ANALYST

### Strategic Planning | Business Analysis | Project Management

Well-organized Financial Analyst with experience in project management, management consulting, forecasting, financial analysis, and comparative analysis. Strong analytical skills to identify problems and create more efficient and effective solutions. Effectively works independently or as a team player. Collaborates with management teams to provide strategic guidance and sound business decision support. Prepares financial reports and other documentation, leads ad hoc projects, understands financial modeling, and streamlines work processes. **Technical** abilities in MS Office including Excel and PowerPoint, SQL, R, Java, AMPL, MATLAB, C++, Visual Basic, Lean Six Sigma Yellow Belt, and other programs.

### CORE SKILLS

Planning & Forecasting	Ad Hoc Projects	Process Improvements
Leadership	Financial Reporting	Management Consulting
Technical Skills	Problem Solving	Supervisory Skills
Oral & Written Skills	Cross-functional	Data Analysis
Time Management	Presentation Skills	Market Research

### SELECTED ACHIEVEMENTS AND AWARD

- Developed and produced a new product which increased sales by 27%.
- Reduced delivery time of month-end closing from 8 to 4 days.
- Received Employee of the Year award twice; 2018, 2019.

### PROFESSIONAL EXPERIENCE

**Collins Portfolio Management, Harrisburg, PA**  
**FINANCIAL ANALYST, August 2019 – Present**  
**ASSOCIATE, June 2016 – August 2019**

June 2016 – Present

- Produces specialized account and customer analyses for top credit card issuers which covers 90+% of the US and Canadian credit card markets.
- Collaborates and defines projects with clients to create custom benchmarks for their organizations.
- Analyzes credit card strategies such as product upgrades, recurring payments, market share, trends, security, and revenue maximization.
- Leads ad hoc projects by developing and building various financial models which are time-saving and cost-effective.
- Supervises and mentors 1-5 team members with coaching and guidance in best practices.

**Hartman's Financials, Bethany, PA**  
**JUNIOR BUSINESS ANALYST**

August 2013 – June 2016

- Increased productivity of end users by analyzing and developing a product to write credit reports.
- Managed and explored projects utilizing natural language generation to create more efficient reports.

### EDUCATION

**Bachelor of Science, Operations Research and Financial Engineering**, Princeton University, NJ  
Certificate in Engineering and Management Systems