

First N. Last

100 Main St., Apt. 250, City, ST 12345 | 123.456.7890 | firstnlast@gmail.com | linkedin.com/in/firstnlast

PROFESSIONAL EXPERIENCE

Venture-Backed Company

City, ST

VENTURE-BACKED COMPANY PROVIDING MOBILE COMMERCE SOLUTIONS TO SOME OF WORLD'S LARGEST RETAILERS

Financial Analyst

November 2013 - Present

- Built invoicing model saving the company \$75k annually and 2-3 days of work monthly
- Responsible all forecasting, invoicing, and revenue tracking for entire company
- Analyze all client contracts and recommend changes to upper management and general counsel
- Regularly fulfill ad hoc requests for company's CEO, President, CFO, and Director of Strategy

Superregional Retail Bank

City, ST

Senior Financial Analyst

August 2012 - November 2013

- Responsible for reporting and analysis of \$60B investment portfolio and in-depth yield analytics
- Led team tasked with creation of monthly results package presented to the Chief Investment Officer
- Reengineered two processes using VBA; reduced completion time from 3-4 weeks to 3-4 hours

Finance Analyst Leadership Program (FALP) Analyst

August 2011 - August 2012

- Rotated through four diverse departments as part of finance leadership rotational program
- Created process maps of financial reporting processes to identify issues and implement efficiencies
- Achieved highest performance review rating of all analysts in the program for annual review

No-Name Private Gov't Contractor

City, ST

Accounting Intern

March 2010 - May 2011

- Managed tracking of fixed assets with high level of autonomy in an ambiguous work environment

EDUCATION

Big Ten School, BSBA

City, ST

- Graduated *Cum Laude* | University Honors Program
- **Majors:** Finance, Accounting; **Minor:** Economics

June 2011

Hong Kong University of Science and Technology

Kowloon, Hong Kong

- Studied abroad during Autumn semester 2009 at the most prestigious business school in Asia

LEADERSHIP & COMMUNITY INVOLVEMENT

Clever Name Investment Club

City, ST

President/Founder

January 2013 - Present

- Founder of investment club that invests pooled funds based on group's research and recommendations
- In 2013, the club's portfolio had an alpha of 11.8 versus the S&P 500

Red Shoe Society

City, ST

President

August 2012 - January 2014

- Led emerging young professional group in its first full year since inception and raised nearly \$10k for the Ronald McDonald House of City, the xth largest Ronald McDonald House in the United States
- Membership grew rapidly to 45, making this one of the city's largest young professional groups

Nationally Known Community Service Club

City, ST

President

September 2007 - July 2011

- Led 15-person board of community service and professional development organization
- Grew club from 6 members to over 85 in competitive space (100+ community service clubs)
- Planned first domestic service trip to Chicago; traveled to Lima, Peru for first international service trip

SKILLS

Tech: MS Office [incl. VBA & Visio], Sharepoint, Hyperion, PeopleSoft, Bloomberg, NetSuite, Nutshell, JIRA