John Doe

012-345-6789 ‖ JohnDoe@gmail.com

Professional Experience

Large Worldwide Bank, Capital Finance Division   Nov 2011 -Present
Credit Analyst

- Support asset based lending team of relationship managers by analyzing credit facilities upwards of $100 million and total receivables upwards of $200 million.
- Developed an understanding of how financial markets transactions generate risk exposure that affects the extension of credit to clients.
- Gather required information in order to complete the credit review process by utilizing public tools (e.g. Bloomberg, Moody's), credit systems, financial statements analysis, collateral analysis, stress testing, and application of various modeling techniques.
- Assign credit risk ratings to clients in accordance with credit policy; submit recommendations to senior management.
- Coordinate with system architects to define technology solutions while maintaining a high degree of technical and policy understanding with respect to business credit processing.

Small Business/Government Contractor (3 Month Temporary Role)   July 2011-Oct 2011
Financial Analyst

- Provided analytical support (variance, risk, profit/loss analyses, etc.) to management in order to develop winning proposal strategies
- Developed financial controls, procedures, systems, and forecasting techniques to evaluate contracts
- Monitored progress and cost performance of programs to ensure contractual cost obligations are met
- Responsible for supporting the cost estimating department by creating pricing models and designing cost estimation solutions
- Maintained Unanet program management system for collecting, analyzing, and reporting on performance of contracts with emphasis on extracting business intelligence from patterns, trends and variances

Global IT Company, General Services Administration (GSA)   April 2010-July 2011
Data/Financial Consultant; National Rent Bill Management

- Provided financial consulting services to General Services Administration (GSA), for the national rent bill management (NRBO) project under a $20 million dollar contract
- Performed and reviewed data management of real estate transactions providing 100% accuracy in GSA owned contracts by:
    - Reviewing GSA owned and leased real estate records with strong attention to detail, recognizing and reporting processing errors to ensure that client billing records are 100% accurate
    - Extrapolating pertinent information to maintain a lease tracking database
    - Processing actions in the System for Tracking and Administering Real-property (STAR) and the Occupancy Agreement Tool to reconcile data
- Coordinated with client's key contact to deliver and satisfy client's requirements and specifications
- Participated in monthly roundtable meetings to review monthly progress, client satisfaction, and administer new standard operating procedures to colleagues for use on the NRBO project

Customer Service Positions, Part-time   June 2008 – March 2010

Education

Liberty University   Graduated 2008
BS Business – Finance   Lynchburg, VA
GPA: 3.52 of 4.0 – Cum Laude, Dean's List, Academic Scholarship

Finance Concentration Coursework

- Strategic Planning/Business Policy
- Investments
- Real Estate
- Business and Economic Forecasting
- Managerial Accounting
- Corporate Finance