

My Name

Address
City, State

(123)456-7890
Email: me@gmail.com

FINANCE INTERN

Self-motivated professional with five years of marketing budget management and administrative support experience in the Information Technology sector. Key strengths in budget planning, data entry and analysis, and problem solving. Seeking an opportunity to expand my knowledge and experience and to support finance function of your company.

HIGHLIGHTS OF QUALIFICATIONS

- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Experienced with quarter-end accruals and close process in SAP.
- Proven ability to identify and implement improvements to streamline processes and increase efficiency.
- Resolving discrepancies and payment issue promptly.

EDUCATION & CERTIFICATIONS

Certificate Program in Financial Planning and Analysis

Anticipated completion: May 2017

UC Berkeley's Extension

Coursework to date: (Cumulative GPA 3.5)

Basic Corporate Finance, Intermediate Corporate Finance, Financial Accounting,
Corporate Financial Analysis and Modeling, International Finance

MS in International Business

2006-2007

University of Nottingham, UK

Obtained the Master's degree with Merit

BA in English

2001-2005

Ming Chuan University, Taiwan

PROFESSIONAL EXPERIENCE

An US tech firm, Taipei

2011-2013

Marketing Operations Specialist

Performed all marketing fund approvals with a value of US\$1M per quarter, payment process and cash management in SAP for marketing department. Generated monthly marketing fund reports. Completed quarter-end close. Interacted with external clients and internal analyst on a regular basis. Delivered high level of administrative support to the Chief Marketing Officer.

- Effectively helped management develop the next fiscal year's marketing budget plan by providing timely and accurate reports.
- Played an essential role in transitioning marketing operations from one subsidiary to another.

An UK tech firm, UK

2008-2010

Executive Assistant & Marketing Assistant

Delivered administrative support to management. Generated invoices and provided support to the company's accountant. Communicated with clients to address billing inquiries and resolve issues.

- Successfully improved the company's AR collections by coordinating with clients and implementing payment procedures.