

# Resume For Job Application

---

## **Jordan Smith**

789 Maple Lane

Hometown, NY 12345

jordan.smith@email.com

(555) 321-9876

## **Objective**

Detail-oriented and analytical finance professional with over 3 years of experience in financial analysis, budgeting, and strategic planning. Seeking to leverage expertise in data analysis and financial forecasting to contribute to the financial success of XYZ Corporation. Known for excellent problem-solving skills and a strong ability to think strategically.

## **Education**

Master of Science in Finance

Columbia University, New York, NY

Graduated: May 2019

Bachelor of Arts in Economics

University of Rochester, Rochester, NY

Graduated: May 2017

## **Professional Experience**

**Financial Analyst** – ABC Financial Services, New York, NY

July 2019 – Present

- Developed and implemented financial models for forecasting, variance analysis, and long-term financial planning, leading to a 10% reduction in unforeseen expenses.

- Conducted comprehensive analysis on financial performance, trends, and forecasts, which contributed to strategic decision-making and a 15% increase in profitability over two years.
- Collaborated with cross-functional teams to prepare annual budgets, resulting in an optimized allocation of resources and a 5% decrease in operational costs.
- Provided analytical support for the negotiation of 5 major contracts, ensuring favorable terms and a 20% increase in cost savings.

**Intern, Finance Department** – DEF Corporation, Rochester, NY

June 2017 – August 2018

- Assisted in the preparation of monthly financial reports and analysis, improving the accuracy of financial data presented to management.
- Supported the finance team in managing and reconciling accounts payable and receivable, enhancing the efficiency of financial operations.
- Participated in the annual budgeting process, gaining insights into effective financial planning and cost management strategies.

**Skills**

- Proficient in financial modeling and forecasting
- Advanced skills in Excel, including pivot tables, VLOOKUP, and macros
- Strong analytical and problem-solving abilities
- Excellent communication and presentation skills
- Proficient in financial software, including QuickBooks and SAP

**Certifications**

- Certified Financial Analyst (CFA) – Level II Candidate
- Advanced Excel for Finance Professionals Certificate

**Professional Affiliations**

- Member, Association for Financial Professionals (AFP)

- Member, CFA Institute

## References

Available upon request.