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| John Doe | | |
| Summary  Detail-oriented recent graduate with strong analytical skills and a passion for financial management. Eager to contribute to budget planning and monitoring within a dynamic team environment.  Work Experience  **Financial Intern Jun 2022 – Aug 2022**  ABC Corporation Chicago, IL   * Assisted in the preparation of monthly budget reports, improving accuracy by 15%. * Conducted data entry for financial transactions, ensuring compliance with internal procedures.   **Accounting Assistant Jan 2021 – May 2022**  XYZ Services Springfield, IL   * Supported budget tracking and forecasting activities, leading to a 10% reduction in unnecessary expenditures. * Collaborated with team members to prepare annual financial statements and audits.   Education Bachelor of Science: Finance May 2022 *University of Illinois**Urbana-Champaign, IL* | Contact  (555) 123-4567  john.doe@example.com  Springfield, IL 62701  Skills  Budget Analysis  Financial Reporting  Data Entry  Excel  Attention to Detail  Time Management  Problem Solving  Communication  Team Collaboration  Adaptability |