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| John Doe |
| SummaryDetail-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.

EducationBachelor of Science: Finance May 2022*University of Illinois**Urbana-Champaign, IL* | Contact(555) 123-4567john.doe@example.comSpringfield, IL 62701SkillsBudget AnalysisFinancial ReportingData EntryExcelAttention to DetailTime ManagementProblem SolvingCommunicationTeam CollaborationAdaptability |