|  |
| --- |
| John Doe |
| SummaryDetail-oriented finance graduate with a strong foundation in accounting principles and hands-on experience in financial analysis. Eager to contribute analytical skills and financial acumen to a dynamic financial team.Work Experience**Financial Analyst Intern Jun 2022 – Aug 2022**XYZ Corporation Chicago, IL* Assisted in preparing monthly financial reports, contributing to a 10% reduction in reporting errors.
* Conducted variance analysis to support budget forecasting and improve financial accuracy.

**Accounting Assistant Jan 2021 – May 2022**ABC Firm Chicago, IL* Managed accounts payable and receivable processes, ensuring timely payment and collection.
* Streamlined bookkeeping procedures, reducing processing time by 15%.

EducationBachelor of Science: Finance May 2022*University of Illinois**Chicago, IL* | Contact(123) 456-7890johndoe@example.comChicago, IL 60601SkillsFinancial ReportingBudgetingData AnalysisExcelQuickBooksAccount ReconciliationAttention to DetailCommunicationProblem-Solving |