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| John Doe | | |
| Summary  Detail-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%.   Education Bachelor of Science: Finance May 2022 *University of Illinois**Chicago, IL* | Contact  (123) 456-7890  johndoe@example.com  Chicago, IL 60601  Skills  Financial Reporting  Budgeting  Data Analysis  Excel  QuickBooks  Account Reconciliation  Attention to Detail  Communication  Problem-Solving |