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| Jane Smith | | |
| Summary  Results-driven Financial Operations Specialist with over 5 years of experience in finance and accounting. Proven track record in optimizing financial processes and enhancing reporting accuracy. Strong analytical skills with a focus on improving operational efficiency.  Work Experience  **Financial Operations Analyst Mar 2021 – Present**  Tech Innovations Inc. San Francisco, CA   * Led a project that streamlined the month-end closing process, reducing the cycle time by 25%. * Analyzed financial data to identify trends and variances, providing actionable insights to management.   **Financial Analyst Jun 2018 – Feb 2021**  Global Finance Solutions San Francisco, CA   * Managed budgeting and forecasting processes, achieving a 10% increase in forecast accuracy. * Collaborated with cross-functional teams to ensure compliance with financial regulations and internal policies.   Education Bachelor of Business Administration: Finance May 2018 *University of California, Berkeley**Berkeley, CA*  certifications   * Certified Management Accountant (CMA) – IMA – 2020 | Contact  (987) 654-3210  janesmith@example.com  San Francisco, CA 94105  Skills  Financial Analysis  Process Improvement  Budget Management  SAP  Oracle Financials  Team Leadership  Cash Flow Management  Regulatory Compliance |