

[First Name Last Name]

[City, State] | [email@example.com] | [Phone Number] | [LinkedIn URL]

PROFESSIONAL SUMMARY

Detail-oriented **[Financial Analyst]** with [X] years of experience in budgeting, forecasting, and financial modeling across [industry/sector, e.g., corporate finance and FP&A]. Proven ability to translate complex financial data into actionable insights for senior leadership, improving decision-making and profitability. Advanced proficiency in **[Excel-based modeling, variance analysis, and dashboard reporting]** with hands-on experience using [ERP/BI tools, e.g., SAP, Oracle, Power BI]. Recognized for strong business partnering, clear communication, and a consistent track record of process improvement and data-driven recommendations.

PROFESSIONAL EXPERIENCE

[Senior Financial Analyst] | **[Company Name]**, **[City, State]**

[MM/YYYY] – Present

- Develop and maintain [driver-based financial models] to support annual budgeting and rolling forecasts, enabling [department heads] to evaluate scenarios and resulting in a documented [X% improvement] in forecast accuracy over [N] quarters.
- Lead monthly [variance analysis] for [P&L, balance sheet, and cash flow] against budget and prior year, preparing executive-level reporting packs in [Excel/PowerPoint/Power BI] that highlight key performance drivers and actionable cost-saving opportunities.
- Partner with [operations, sales, and marketing teams] to evaluate [investment proposals, pricing changes, and cost initiatives], performing [NPV, IRR, and payback period] analyses that supported decisions on projects totaling over [\$X million] in capital and operating spend.

[Financial Analyst] | **[Company Name]**, **[City, State]**

[MM/YYYY] – [MM/YYYY]

- Prepared monthly and quarterly management reports consolidating financials from [X business units] using [Excel, ERP system name (e.g., SAP/Oracle), and BI tool (e.g., Power BI/Tableau)], improving reporting cycle time by [X%] through standardized templates and automation.
- Built and maintained [Excel-based] models for [revenue forecasting, margin analysis, and operating expense tracking], identifying trends and risks that enabled leadership to implement cost controls yielding an estimated [\$X] in annual savings.
- Supported [audit and compliance] activities by reconciling key accounts, documenting financial processes, and ensuring adherence to [GAAP/IFRS] and internal control requirements, contributing to [clean audit outcomes] with minimal findings.

EDUCATION

[Bachelor of Science in Finance] | **[University Name]**, **[City, State]**

[MM/YYYY] – [MM/YYYY]

[Relevant Coursework: Financial Modeling, Corporate Finance, Investments, Accounting, Statistics]

[Professional Certification – e.g., CFA Level I Candidate / Certified Management Accountant (CMA)] | **[Issuing Organization]**

[MM/YYYY] – [In Progress/Completed]

[Optional brief note on focus areas, e.g., Ethics, Quantitative Methods, Financial Reporting & Analysis]

SKILLS

Technical & Analytical: [Financial Modeling (3-statement models, DCF, scenario analysis)], [Advanced Excel (VLOOKUP/XLOOKUP, INDEX-MATCH, PivotTables, Power Query)], [Financial Statement Analysis], [Budgeting & Forecasting], [Variance & Trend Analysis], [Valuation Techniques (NPV, IRR, WACC)], [Data Visualization (Power BI/Tableau/Excel Dashboards)].

Tools & Systems: [ERP Systems (e.g., SAP, Oracle, NetSuite)], [BI Tools (Power BI, Tableau, Qlik)], [Accounting Software (e.g., QuickBooks, Hyperion)], [SQL (basic queries for data extraction)], [PowerPoint for Executive Presentations].

Business & Soft Skills: [Business Partnering], [Stakeholder Communication], [Problem Solving & Critical Thinking], [Attention to Detail], [Time Management & Prioritization], [Cross-Functional Collaboration], [Presentation & Storytelling with Data].

SELECTED PROJECTS

[Enterprise Budgeting & Forecasting Model Redesign]

- Designed a consolidated [bottom-up budgeting model] in [Excel/Power BI] integrating inputs from [X departments], standardizing assumptions and drivers, and reducing the annual planning cycle by [X%].
- Implemented [scenario and sensitivity analysis] capabilities (best/base/worst case) to evaluate the financial impact of changes in [volume, pricing, and cost assumptions], improving visibility into risks and opportunities for senior leadership.

[KPI Dashboard & Management Reporting Automation]

- Developed interactive [KPI dashboards] in [Power BI/Tableau/Excel] to track [revenue growth, gross margin, operating expenses, and cash metrics] at the business unit and consolidated level, enabling real-time performance monitoring.
- Automated recurring monthly reports by linking [ERP/BI data] to standardized templates, reducing manual reporting time by [X hours] per month and improving data accuracy through reduced manual entry.