**First Name Last Name**

**City, ST XXXXX** (state and zip code)

**Phone | Personal** **Email**

**Summary of Experience**

* MBA graduate student with a Finance emphasis; coursework includes Financial Management, Financial Modeling, Business Firm Valuation, Accounting Information Analysis, Commodities, Data Analytics, Investment Management Analysis, and Operations Optimization
* Two years of financial analyst experience in investment cash flow modeling, M&A, portfolio analysis, and financial statement development; proven ability to understand big picture while remaining highly detailed
* Five years of accounting experience with an in-depth understanding of the synergies between accounting and finance activities; excellent team and project focus; capable of balancing multiple projects and commitments with successful results
* Successful experience in large corporate settings as well as start-up environments with annual revenues ranging from under $1M to over $20B
* Software experience with Microsoft Office Suite, advanced Excel (NPV, IRR, Pivot Tables, Lookups, Macros), PowerPoint, and Salesforce

**Education**

**University of Colorado Denver, Denver, CO, XXXX**

Master of Business Administration (MBA), Finance Specialization; X.X GPA

**College, City, ST**, **20XX**

Bachelor of Business Administration, Accounting, X.X GPA

**Professional Experience**

**Company, City, ST, Month 20XX – Present**

**Title**

* Manage a portfolio of 48 commercial properties in Colorado, Arizona, and Washington
* Conduct cash flow modeling for investments to ensure adequate waterfall distributions to senior debt, subordinate debt, and equity tranches; utilize financial statement analysis to guarantee DSCR and cap rate accuracy
* Review revenue bonds for secondary market transactions (total return swaps)
* Completed M&A and portfolio analysis for the acquisition of a publicly traded company with $1B assets
* Primary analyst responsible for $500M+ in real assets and the related support of three asset managers
* Conduct due diligence for upper level management and Credit Committee approvals

**Company, City, ST, Month 20XX – Month 20XX**

**Title**

* Worked with two early-stage tech startups on business development, finance, and marketing activities
* Developed breakeven analysis for two products and created basic marketing plans
* Attended networking events in multiple sectors and promoted the companies and their solutions

**Company, City, ST, Month 20XX – Month 20XX**

**Title**

* Assisted in the startup and launch of a healthcare franchise; sold three locations in the first years
* Guided the print, online, and social media marketing decisions and helped sell the program to prospective clients; handled day-to-day office operations
* Utilized Salesforce, LinkedIn, Constant Contact, Twitter, and Facebook

**Company, City, ST, Month 20XX – Month 20XX**

**Title**

* Organized monthly accruals and reconciliations related to all accounts and was involved in vendor selection and procurement contracts
* Performed internal auditing procedures in accordance with GAAP and assisted the external audit firm with the annual audit process
* Compiled and analyzed monthly and year-end financial statements and presented key variances to CFO
* Ensured SOX compliance for two departments; trained new staff on procurement processes, invoice processing, and created daily batch reports
* Prepared corporate and individual tax returns for senior executives

**Company, City, ST, Month 20XX – Month 20XX**

**Title**

* Responsible for Accounts Payable and Accounts Receivable for a $30M small business; developed monthly accruals and cost allocations
* Developed financials and conducted Balance Sheet reconciliation and P&L Statement analysis
* Researched multiple areas for ad hoc accounting projects

**Community Service and Academic Activities**

**Habitat for Humanity, City, ST, Volunteer, Month 20XX – Present**

**CU Denver, Business School, Portfolio Management Group, Vice President, 20XX – 20XX**

* Led the Financial sector and managed three financial analysts; made investment recommendations to executive team; assisted president with operations for a 40-person, student-led club

**CME Trading Challenge, Month 20XX – Month 20XX**

* Member of a five-person team in an international trading competition; the team had $100K worth of equity available to make trades in commodity markets such as Crude Oil, Gold and Corn futures contracts
* Executed minimum of five trades per day using the CQG; used the trading platform to apply major technical analysis studies; achieved 1st place regionally