

# JANE DOE

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## PROFESSIONAL SUMMARY

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Financial analyst with 4 years in FP&A, revenue reporting, forecast models, and business partner support. Built planning workflows and variance analysis that helped leaders understand performance drivers across a \$95M operating budget.

## SKILLS

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**Finance:** FP&A, forecasting, budgeting, variance analysis, P&L reporting, scenario modeling

**Tools:** Excel, Power BI, SQL basics, ERP exports, dashboard reporting

**Business Support:** monthly business reviews, headcount planning, revenue reporting, operating expense analysis

## EXPERIENCE

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### Business Services Company

#### Financial Analyst

Jul 2021 - Present

- Managed monthly forecast model for \$95M operating budget, improving forecast variance from 8.4% to 4.9% through driver-based assumptions and owner reviews.
- Built department-level expense dashboards for 14 budget owners, reducing recurring variance questions and accelerating monthly business reviews.
- Analyzed pricing, discounting, and retention patterns to support annual planning scenarios for revenue leadership.

### Regional Services Company

#### Junior Financial Analyst

Jun 2019 - Jun 2021

- Prepared weekly revenue and margin reporting package used by finance and operations leaders to identify underperforming service lines.
- Automated recurring Excel files with lookup and pivot-table logic, saving 5 hours per month-end reporting cycle.
- Reconciled CRM bookings to finance revenue files before monthly reviews, flagging timing and discounting differences for manager follow-up.

## EDUCATION

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### Public University, Bachelor of Science in Finance

May 2019