JANE DOE

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PROFESSIONAL SUMMARY

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

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

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

Public University, Bachelor of Science in Finance
May 2019