

Myles Bautista

(217) 555-0123 | myles.bautista@example.com | linkedin.com/in/mylesbautista | 1234 Maple Street, Springfield, IL 62701

SUMMARY

Aspiring Financial Analyst with a keen eye for detail and over two years of hands-on experience in financial functions. Skilled at managing vendor communications, processing invoices, and supporting month-end activities. Proven analytical skills enhance departmental efficiency and decision-making. Eager to contribute insights and collaborate within a proactive team environment while pursuing opportunities for professional growth. Ready to transition internship knowledge into impactful contributions in finance.

EDUCATION

Bachelor's Degree in Finance

University of Illinois GPA: 3.8

2025

Champaign, IL

Coursework: Corporate Finance, Investment Analysis, Financial Reporting, Risk Management

TECHNICAL SKILLS

- Accounting Software:** QuickBooks, SAP, Oracle
- Spreadsheet Tools:** Microsoft Excel, Google Sheets, Tableau
- Presentation Tools:** PowerPoint, Prezi, Keynote
- Collaboration Platforms:** Slack, Microsoft Teams, Zoom
- Data Visualization Tools:** Tableau, Power BI, Google Data Studio

SKILLS

- Financial Reporting
- Data Analysis
- Accounts Payable/Receivable
- Vendor Management
- Microsoft Excel
- Critical Thinking
- Budgeting
- Forecasting
- Project Coordination
- Process Improvement
- Invoice Processing
- Expense Reports
- Monthly Reporting
- Communication Skills
- Time Management
- Problem Solving

EXPERIENCE

Junior Financial Analyst

January 2025 - Present

Dynamic Finance Solutions

Peoria, IL

Provide support for monthly financial reporting and forecasting processes. Collaborate closely with teams to streamline invoicing and payment protocols while ensuring prompt resolution of vendor inquiries. Contribute to an accurate financial data environment, bolstering overall efficiency.

- Assist in preparation of detailed monthly financial reports.
- Work across departments to refine invoicing processes.
- Manage communication channels with vendors to address discrepancies.
- Collaborate on enhancements to financial tracking methodologies.

Financial Intern

June 2024 - December 2024

Future Leaders Inc.

Champaign, IL

Supported senior analysts with data entry and reconciliation tasks. Engaged actively in discussions revolving around financial strategies during monthly meetings. Created insightful variance reports aimed at optimizing budget forecasts.

- Assisted in thorough financial data entry for accuracy.
- Developed monthly reports analyzing budget variances.
- Participated in team strategy meetings to discuss financial goals.
- Provided support for various budgeting and forecasting initiatives.

Financial Services Intern

May 2024 - August 2024

Steady Growth Partners

Remote

Engaged in diverse financial service projects enhancing daily operations. Worked alongside the finance team to monitor and evaluate performance metrics while facilitating vendor communications.

- Conducted thorough reviews of accounts payable entries.
- Managed day-to-day vendor email correspondence effectively.
- Processed a range of vendor invoices with precision.
- Supported monthly closing reporting activities with attention to detail.

LEADERSHIP & AWARDS

- Graduated with Honors from University of Illinois
- Received Internship Excellence Award at Future Leaders Inc.

CERTIFICATIONS

- Certified Financial Analyst (CFA) Level I 📅 2026
- Excel for Financial Professionals 📅 2025

PROFESSIONAL AFFILIATIONS

- Member of the Finance Club at University of Illinois
- Volunteer at Local Nonprofit Tax Assistance Program

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST