



Myles Bautista

Financial Analyst Intern

📞 (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.

STRENGTHS

- 📊 **Analytical Skills**
Strong analytical capabilities showcase how I approach problem-solving. Improves decision-making through clear financial insights.
- 🎯 **Detail Orientation**
Attentive focus on details prevents errors. Regularly supports accurate financial documentation and ensures correctness in reports.
- 🗣️ **Communication**
Proficient communicator built solid relationships with vendors. Confidently manage expectations and facilitate smooth discussions.
- 👥 **Team Collaboration**
Effective collaborator who drives outcomes via teamwork. Colleagues often reach out for advice on shared responsibilities, fostering trust.
- 🔄 **Adaptability**
Quickly adapt to new tools and processes, providing solutions creatively. Embraced changing responsibilities contributed effectively.

SKILLS

Financial Reporting Data Analysis

Accounts Payable/Receivable

Vendor Management

Microsoft Excel Critical Thinking

Budgeting Forecasting

Project Coordination

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

EXPERIENCE

Junior Financial Analyst

Dynamic Finance Solutions 📅 January 2025 - Present 📍 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

Future Leaders Inc. 📅 June 2024 - December 2024 📍 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

Steady Growth Partners 📅 May 2024 - August 2024 📍 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.

Process Improvement

Invoice Processing

Expense Reports

Monthly Reporting

Communication Skills

Time Management

Problem Solving

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Junior Financial Analyst at Dynamic Finance Solutions (1.4 Years)

● Financial Intern at Future Leaders Inc. (6 Months)

● Financial Services Intern at Steady Growth Partners (3 Months)

- 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

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST