

# Mila Allen

(217) 555-0123

mila.allen@example.com

linkedin.com/in/milaallen

1234 Maple Street, Springfield, IL 62701

## SUMMARY

Finance student passionate about process optimization and enhancing operational efficiency. With a solid background managing accounts and engaging with clients, I bring strong communication skills essential for collaborative environments. My prior experience in financial analysis developed into a knack for identifying improvement areas. Excited to contribute effectively while learning from experienced professionals at Future Finance Group. Proficient with Microsoft Office tools, eager to apply skill set in reconciling accounts, making collection calls, and streamlining workflows. Committed to further strengthening financial operations to ensure positive impacts.

## EDUCATION

### Bachelor's Degree in Business Administration

2024

University of Illinois GPA: 3.8

Champaign, IL

*Coursework: Financial Management, Marketing Principles, Managerial Accounting, Business Statistics*

## TECHNICAL SKILLS

- **Financial Software:** QuickBooks, SAP, Oracle
- **Collaboration Tools:** Slack, Microsoft Teams, Zoom
- **Data Visualization:** Tableau, Microsoft Power BI
- **Spreadsheet Applications:** Excel, Google Sheets, Numbers
- **Presentation Software:** PowerPoint, Prezi, Keynote
- **Accounting Tools:** FreshBooks, Wave, Xero
- **Project Management Tools:** Trello, Asana, Monday.com
- **Research Methodologies:** Qualitative, Quantitative, Mixed Methods
- **Statistical Analysis:** SPSS, R, Python
- **Time Management Techniques:** Pomodoro, Time Blocking, Eisenhower Matrix

## SKILLS

- Financial Analysis
- Account Reconciliation
- Process Optimization
- Report Generation
- Microsoft Office Suite
- Effective Communication
- Client Engagement
- Problem-Solving
- Data Analysis
- Information Management
- Performance Metrics
- Operational Efficiency
- Documentation Skills
- Budget Management
- Cash Flow Analysis
- Audit Practices

## EXPERIENCE

### Financial Analyst

June 2024 - Present

Future Financial Solutions

Chicago, IL

Serves as a Financial Analyst, focusing on thorough analysis of financial data. Plays a key role in enhancing department goals by providing tangible insights. Collaborates closely with teams across departments to boost process efficiency while maintaining accuracy in reporting outputs.

- Conduct in-depth financial analyses to support organizational objectives.
- Partner with diverse teams to streamline processes ensuring improved workflow.
- Prepare comprehensive reports and share findings with management.
- Implement solutions aimed at elevating financial performance metrics.

### Finance Intern

May 2023 - May 2024

Tech Innovations LLC

Peoria, IL

Focused on supporting the finance team during various tasks such as account reconciliation and records maintenance. Engaged in customer interactions through collection calls to improve cash flow. Aided in establishing efficient practices for auditing procedures.

- Assisted in reconciling accounts for greater financial accuracy.
- Actively supported team efforts in enriching financial auditing processes.
- Engaged in collection concerns aiming at timely resolution.
- Proposed solutions fostering increased efficiency within financial operations.

### Academic Research Project

May 2024

University Project

Champaign, IL

Produced an extensive research project showcasing findings on process optimizations within financial systems. Collaborated with peers on methodologies robustly documenting outcomes. Contrasted real-world applications to academic theory, emphasizing effective finance practices.

- Conducted surveys analyzing current financial practices among businesses.
- Analyzed data themes leading to impactful conclusions on workflow efficiencies.
- Developed training materials based upon research highlighted best practices.
- Presented findings at university symposium highlighting significant improvements.

---

## LEADERSHIP & AWARDS

- Outstanding Academic Achievement Award Received in May 2023.
- University Scholar Award for Excellence in Finance Studies awarded in January 2022.

---

## CERTIFICATIONS

- Microsoft Excel Certification 📅 2025
- Certified Financial Planner Associate 📅 2025

---

## PROFESSIONAL AFFILIATIONS

- Active Member of University Finance Club since September 2022.
- Volunteer for Financial Literacy initiative fostering community education since January 2023.

---

## LANGUAGES

- English (Native) • Spanish (Proficient)

---

## ADDITIONAL INFORMATION

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

---

## REFERENCES

AVAILABLE ON REQUEST