

# Tyler Turner

## Junior Client Finance Analyst

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1234 Elm Street, Springfield, IL 62704

### STRENGTHS

- Analytical Mind**  
Able to quickly identify financial challenges and present viable solutions, often leading group discussions.
- Effective Communication**  
Bridged gaps between technical finance language and layman's terms for diverse audiences, improving understanding.
- Proactive Attitude**  
Make strides without awaiting direction, tailoring responses to meet team needs dynamically.
- Team Collaboration**  
My teamwork philosophy encourages open dialogue, gaining trust among peers for complex analyses.
- Adaptability**  
Thrived under pressure, pivoting swiftly to shift priorities based on evolving project demands.

### SKILLS

Financial Analysis

Reporting and Forecasting

Microsoft Excel

Budget Management

Data Management

Collaboration Skills

Results-Oriented

Attention to Detail

Verbal Communication

Written Communication

Problem Solving

Time Management Tech-Savvy

Presentation Skills

### SUMMARY

Detail-oriented finance professional with a Bachelor's degree in Finance and experience in financial analysis and reporting. Strong analytical abilities complemented by advanced Microsoft Excel skills drive efficacy in supporting diverse financial operations. Dedicated observer and collaborator, engaging in teamwork that optimizes processes across client account finances. Proven capability to conduct precise financial forecasting, ultimately aiding budget projections. Eager to contribute positively while growing within the advertising and marketing industry, aligning closely with overall organizational success.

### EXPERIENCE

#### Junior Financial Analyst

Bright Future Financial Services 📅 June 2025 - Present 📍 Naperville, IL

As a Junior Financial Analyst, manage and monitor financial reporting for a variety of projects. Collaborate with teams to safeguard accurate financial tracking across initiatives, fostering targeted discussions for operational enhancements. Facilitate preparation of financial forecasts which guide strategic budget planning for future undertakings.

- Conduct comprehensive financial reporting, delivering actionable insights for project stakeholders.
- Collaborate cross-departmentally to ensure precision in financial data tracking and reporting timelines.
- Prepare detailed financial forecasts, guiding budget efforts for upcoming fiscal periods.
- Utilize advanced Excel techniques for managing large datasets effectively.

#### Finance Intern

Springfield University 📅 January 2025 - May 2025 📍 Springfield, IL

Served as a Finance Intern focused on supporting financial projects within university settings. Engaged in influential tasks including data collection and analytics crucial for advancing budget proposals. Developed and prepared reports expected by departmental budgeting teams, refining skills vital in financial environments.

- Assisted in gathering and analyzing financial data necessary for enhancing university project budgets.
- Supported report preparations aimed at departmental budget reviews, influencing resource allocation.
- Acquired proficiency in both financial software and advanced Excel through real-world application.
- Collaborated with academic departments, linking financial needs directly to operational strategies.

### LEADERSHIP & AWARDS

- Outstanding Team Contribution Award during internship for exemplary support in financial projects.
- Dean's List recognition during studies for academic excellence in finance coursework.

### EDUCATION

#### Bachelor of Science in Finance

University of Illinois at Urbana-Champaign 🎓 GPA: 3.8 📅 2025 📍 Champaign, IL

**Coursework:** Corporate Finance, Investment Analysis, Financial Reporting, Budgets

### CERTIFICATIONS

- Microsoft Excel Certification 📅 2026
- Financial Analysis Certificate 📅 2026

Research Abilities

Creative Thinking

## LANGUAGES

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English Native

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Spanish Intermediate

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## MY CAREER

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● Junior Financial Analyst at  
Bright Future Financial Services  
(1 Years)

● Finance Intern at Springfield  
University (4 Months)

## TECHNICAL SKILLS

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- **Financial Tools:** QuickBooks, SAP, Oracle
- **Spreadsheet Software:** Microsoft Excel, Google Sheets, LibreOffice Calc
- **Statistical Analysis Software:** SPSS, R, SAS
- **Presentations Tools:** Microsoft PowerPoint, Prezi, Google Slides
- **Data Visualization:** Tableau, Microsoft Power BI, QlikView
- **Programming Languages:** Python, SQL, R
- **Communication Tools:** Slack, Microsoft Teams, Email
- **Project Management Tools:** Trello, Asana, JIRA
- **Web-Based Tools:** Google Analytics, HubSpot, Salesforce
- **Performance Management:** KPI Dashboards, Balanced Scorecard, OKR

## PROFESSIONAL AFFILIATIONS

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- Member of the Finance Society, actively participated in workshops and seminars for young finance professionals.
- Volunteer Tutor for local high school students in mathematics and basic finance principles.

## ADDITIONAL INFORMATION

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

## REFERENCES

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AVAILABLE ON REQUEST