

# Tyler Turner

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1234 Elm Street, Springfield, IL 62704

## 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

June 2025 - Present

Bright Future Financial Services

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

January 2025 - May 2025

Springfield University

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

2025

University of Illinois at Urbana-Champaign GPA: 3.8

Champaign, IL

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

## CERTIFICATIONS

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

## TECHNICAL SKILLS

- **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

## SKILLS

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- 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
- Research Abilities
- Creative Thinking

## 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.

## LANGUAGES

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- English (Native)
- Spanish (Intermediate)

## 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