

# ROBERT EDWARDS

## Financial Analyst

(415) 555-1221

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United States, San Francisco, CA

### Professional summary

Motivated and detail-oriented entry-level financial analyst with a solid academic background and internship experience. Adept at performing data analysis, creating financial reports, and providing business insights. Highly skilled in Microsoft Excel and basic financial modeling.

### Experience

June 2025 - August 2025

#### Financial Analyst Intern

Tech Ventures, San Francisco

- Supported the senior financial team in creating reports and performing data analysis.
- Assisted in monthly forecasting, including budgeting and variance analysis.
- Participated in preparing business plans and proposals for internal and external stakeholders.
- Conducted market and competitor research to support business expansion and investment decisions.
- Used Excel to compile data sets and create financial summaries for management.

September 2023 - May 2024

#### Finance Assistant

University Finance Department,  
San Francisco, CA

- Assisted with preparing internal financial statements for university departments.
- Managed petty cash accounts and ensured proper allocation of funds across various university projects.
- Conducted basic data analysis to support budgetary decisions for student events and activities.

#### Volunteer Work

- Volunteer finance consultant for - *Nonprofit Fundraising Solutions* -, helping small organizations with budgeting and forecasting.

### Education

**Bachelor of Science in Finance,**  
**University of California, Graduated: May 2023**

- Relevant coursework: Financial Analysis, Corporate Finance, Investment Strategies, Accounting Principles

**Excel for Financial Analysts, Coursera,**  
**Certification Date: May 2023**

**Bloomberg Market Concepts (BMC),**  
**Bloomberg, Certification Date: April 2023**

### Skills

Data analysis and financial reporting ★★★★★

Basic financial modeling ★★★★★

Excel (advanced functions, pivot tables, VLOOKUP) ★★★★★

Budgeting and forecasting ★★★★★

Market research and competitor analysis ★★★★★

Strong written and verbal communication skills ★★★★★

Attention to detail and accuracy ★★★★★

### Languages

- Fluent in English and Spanish, enabling communication with a diverse range of clients.