

# Fabian Finance

192 Foster Gates Avenue  
Boca Raton, FL 33431  
(561) 555-3366  
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## Education

Bachelor of Business Administration in Finance  
Florida Atlantic University

May 20XX  
Boca Raton, FL

## Software Skills

Adaptive Planning, XL Reporting, Tagetik, Intacct, NetSuite

## Relevant Experience

*Financial Analyst Intern*

Jan 20XX – May 20XX

Vasel Lobosco Financial

Lake Worth, FL

- Interviewed clients to determine their expenses, income, tax status, financial objectives, and other relevant information needed to aid in developing a financial plan
- Recommended strategies for clients to use to achieve their financial goals through advice on debt management and investments
- Utilized spreadsheets and market research to support financial advice
- Analyzed data on price, stability, economic influences affecting investment opportunities and reported findings to other members of the finance team
- Assisted in the arrangement of plans of action for client investment using financial analyses

*Office Clerk*

March 20XX – Nov 20XX

Sterling & Figgis Finance

Boynton Beach, FL

- Inspected transactions to verify compliance with financial policies and procedures
- Updated company listings of accounts receivable and accounts payable
- Maintained log of pay amounts, hours of work, and deductions for a total of 15 employees
- Processed and prepared essential documents such as business and expense reports
- Proofread financial data reports and recorded important information for the use of finance teams

## Additional Experience

*Supplemental Instructor*

Aug 20XX – Dec 20XX

Florida Atlantic University

Boca Raton, FL

- Maintained contact with the Quantitative Methods in Administration course professor throughout the term to clarify course requirements and discuss future lesson plans
- Attended all class meetings to ensure accurate notes were taken and to obtain an understanding of the assignments given so that the SI sessions were precise in learning activities
- Supplied students with handouts, informal quizzes, and additional learning aids during sessions to reinforce subject matter

## Admissions/Memberships

Financial Analyst Program

20XX

Eat for Tomorrow

20XX

Owls Care Leaders

20XX

## Languages

Fluent in Spanish and French