**Ken Hurst**

Financial Analyst

City, State, Zip Code

000-000-0000

email@email.com

**PROFESSIONAL SUMMARY**

Driven Financial Analyst with years of experience in preparing complex income, gift and estate tax returns. Detail-oriented with expertise in preparing local, state and federal tax returns for individuals and businesses. Knowledgeable about preparing sales, payroll, and excise documents.

**WORK HISTORY**

**Financial Analyst**

02/2018 – Current

* Company Name, City, State
* Analyzed projects for capital deployment and helped structure multi-million dollar deals.
* Reviewed statistical information to determine financial trends for use in investment planning.
* Prepare weekly and monthly financial reports for senior management and quarterly presentations for the Advisory Board.

**Junior Financial Analyst**

02/2015 – 11/2017

Company Name, City, State

* Handled internal and external inquiries and complaints submitted by accounts payable clerk, finance director and other department heads, providing outstanding customer service when resolving issues.
* Planned and monitored internal reports and key business indicator data
* Translated data and information needs into reports and ad hoc information

**Accounts Intern**

05/2012 – 05/2013

Company Name, City, State

* Approached prospective clients through cold calling and emails to meet sales targets.
* Presented new and additional products and services to existing customers.
* Used targeted questioning strategies to discover insight on prospect needs and requirements.

**SKILLS**

* KPI Management
* Reporting and Documentation
* Budgeting
* Monthly repoting
* Date Analysis
* Strategic financial planning
* Audit coordination

**EDUCATION**

**BBA :**

Finance, City, State