**Richard W. Smith**

1241 Broadway Avenue

Knoxville, TN 37909

Phone: 423-912-5754

Email: rwsmith@example.com

**Career Objective:**

To obtain an associate analyst position with “United Medical Group,” and help senior associates in finding and implementing systems that can improve efficiency in business operations as well as overall profits.

**Summary of Skills:**

* Experience of providing support to senior business analysts
* Ability to communicate verbally and in writing effectively
* Skilled in collaborating with personnel at all levels
* Ability to plan and implement solutions for business problems
* Detail-oriented, self-motivated, and disciplined individual
* Strong organizational, decision making, and problem solving skills

**Work Experience:**

Associate Analyst

ABC Company, Knoxville, TN

October 2014 - Present

* Analyzing business records and developing charts, graphs, and tables to present company's performance
* Collaborating with [logistics](https://www.bestsampleresume.com/sample-logistics-resume/sample-logistics-coordinator-resume.html), sales, production, and [finance](https://www.bestsampleresume.com/sample-financial-resume/sample-financial-resume-1.html) teams and understanding business operations
* Analyzing the requirements of each department and assisting in budget preparation
* Working closely with data management team and supporting data integrity and consistency
* Providing resolutions to a wide range of complex and minor problems
* Communicating business problems to senior analyst and executing their orders

Associate Analyst

ABC Bank Ltd., Knoxville, TN

February 2013 - September 2014

* Evaluated business process implications and provided recommendations
* Documented business case analysis and translated business requirements into system solutions
* Reviewed banking products and helped in ascertaining profit ratios
* Prepared a list of, called delinquent accounts, and collected payments
* Worked with the IT team and suggested changes in software to sort data according to accounts
* Supported business operations and helped in assessing clients' needs for loans and capabilities to repay

**Education:**

* Bachelor's Degree in Finance  
  ABC University, Knoxville, TN  
  2012

**Reference:**

On request.