**Joel Frost**

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(123)-456 7850.

#### **Objective:**

To be a model budget analyst by helping my organization allocate their resources in an optimum fashion, while at the same time helping the society by doing some charitable activities.

#### **Experience Summary:**

* Posses knowledge on various tasks related to budget analysis
* Implemented work process that improved speed and efficiency
* Knowledge on QuickBooks for various analysis tasks and reports

#### **Professional Experience:**

**Budget Analyst, July 20XX to Present**

Safe Insurance Company,

* Handled tasks related to budget preparation and balanced a 1 million budget using software
* Prepared comprehensive analysis reports showing comparison between expenses and budgets
* Trained office members on the workings of the financial system

**Funding Analyst, July 20XX to August 20XX**

Mercury Inc, Illinois

* Carried out extensive cost calculation tasks for various investments
* Prepared actuarial valuation report for clients
* Ensured that data laced into databases are accurate and up-to-date

**Accountant, August 20XX to May 20XX**

A & B Accountants, Illinois

* Prepared financial statements and prepared balance sheets
* Managed mutual fund tasks for 50 clients

#### **Education**

**20XX - 20XX Marks' Junior College, Camden, NJ**

* Completed a comprehensive secretarial course

#### **Skills**

* Strong numerical and analytical skills
* Able to work under strict time constraints
* Skilled in the use of software packages like spreadsheet, data-mining and other financial analysis software

#### **References**

Furnished upon request