Jesse Martin

**Finance Analyst**

New York, NY 10010 jesse.martin@email.com (646) 555-9050

LinkedIn:

Recent finance graduate with internship experience in investment research and portfolio reporting. Proficient in Excel, Power BI, and financial modeling. Eager to apply analytical skills and contribute to data-driven decision-making.

# PROFESSIONAL EXPERIENCE

## Finance Intern

*Ramer & Co. Investments | New York, NY | June 2023 - August 2023*

Assisted in evaluating client portfolios and flagged underperforming assets, supporting a 9% quarterly adjustment gain

Built Excel-based dashboards to monitor stock performance, reducing analyst reporting time by 30%

Conducted peer research and summarized financial news, enabling investment team to act on early trends

## Student Ofce Assistant

*Baruch College | New York, NY | September 2021 - May 2023*

Maintained student records and helped process financial aid documents with 100% accuracy

Supported weekly reports using Excel and Google Sheets, streamlining administrative task loads for full-time staff

Responded to 50+ inquiries per week, improving service speed through improved call tracking logs

# KEY SKILLS

Data visualization - Expert Excel modeling - Proficient Financial research - Competent

Microsoft Power BI - Competent Portfolio analysis - Competent Stock trend tracking - Amateur

# EDUCATION

## Bachelor of Business Administration (B.B.A.) in Finance

Baruch College, City University of New York | New York, NY | May 2024

# CERTIFICATIONS

**Bloomberg Market Concepts (BMC) | 2023 Excel for Investment Banking | 2024**