

Financial Analyst with six years of experience successfully developing and implementing financial goals and strategies. Strong background in forecasting, budget development and cost management. Looking to leverage experience, education and intellectual curiosity in advancing career in financial analysis. MBA expected August 2008.

Professional Experience

Prema Realty, Palo Alto, CA 1/06 - Present

Business Manager– *Maintain the day-to-day business and fiscal operations of a large real estate sales and consulting firm including financial reporting, budgeting and advanced forecasting*

- Manage company finances and prepare monthly fiscal reports for corporate analysis
- Develop and communicate annual budget including monthly variance analysis to ownership
- Developed current forecasting model, improving accuracy from 64% to 93%
- Advanced cost management within a lean model, resulting in the lowest expense ratio in the region
- Designed internal training programs outlining office systems for 150 agents and staff
- Act as project manager, overseeing design, construction and financing of business expansions
- Maintain document storage, accounting files and contract database in compliance with governing authorities

Ventora Capital Holdings Inc., Pleasanton, CA 5/05 – 1/06

Executive Associate/ Project Manager– *Assisted Broker in investment analysis and property portfolio management.*

- Provided financial analysis and business strategy for a diverse investment portfolio
- Full-charge bookkeeper and accountant for a successful real estate business
- Maintained accurate accounting, transaction and vendor database
- Assisted in all aspects of property management including marketing, project management and client services

Brannod Capital Investments, San Francisco, CA 6/04 – 5/05

Internship – Assistant to CEO– *Assist Certified Financial Analyst in providing financial advice to private investors regarding hard money lending, present value analysis and investment strategies.*

- Developed revenue projections based on historical data to finance required capital
- Evaluated financing alternatives for private investments
- Collaborated with loan brokers and private investors to develop systematic and ad-hoc reporting strategies
- Presented and marketed investment products to potential clients

Education

M.B.A. with an emphasis in Finance, expected August 2008

San Francisco State University, San Francisco, CA

B.S. in Psychology with an emphasis in Marketing, 2002

Forma University, Santa Barbara, CA

Additional Skills

- Microsoft Office Suite including advanced Excel and Project applications, various statistical and enterprise software
- Solid understanding of GAAP
- Excellent communication and interpersonal skills via a degree in psychology and extensive retail customer service experience