

# SR

# Stephanie Roberts

## Entry-Level Finance

### CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, State Abbreviation Zip Code

### EDUCATION

- Bachelor of Business Administration (BBA) in Finance**  
University of Washington, Seattle, WA | June 2022

### KEY SKILLS

- Corporate finance
- Financial modeling and analysis
- Proficiency in financial software
- Tax regulations and compliance

### ABOUT ME

An enthusiastic finance professional offering extensive knowledge in financial modeling, corporate finance, and software proficiency backed by a bachelor's degree in Business Administration (Finance) from the University of Washington. Entry-level and internship experience helped develop skills in budget management, compliance support, and accounts receivable/payable management.

### PROFESSIONAL EXPERIENCE

**ENTRY-LEVEL FINANCE ASSOCIATE | PRICEWATERHOUSECOOPERS (PWC), SEATTLE, WA**  
JUNE 2022

- Assist in the development and management of budgets, performing detailed financial analysis and creating financial reports to comprehend the company's financial performance
- Participate in ensuring compliance with legal requirements and internal policies by supporting the collection of documentation for internal and external audits
- Handle accounts receivables and payables through compiling, processing, and maintaining accurate records of bills and invoices, managing bank reconciliations, overseeing timely payments, and routinely interacting with clients and suppliers over payment issues

**INTERN – FINANCE DEPARTMENT | DELOITTE, PHILADELPHIA, PA**  
MAY 2021 - AUGUST 2021

- Developed budget forecasts and financial planning as part of the financial team
- Assisted in the preparation of routine reporting and audit documentation to demonstrate compliance with internal policies and regulations
- Gained hands-on experience in managing accounts receivables and payables by maintaining the company's bills and invoices records, resolving payment issues with clients and suppliers, and performing bank reconciliations