

# Emily Chen

## Financial Planning and Analysis Manager

✉ emily.chen@email.com  
☎ 123-456-7890  
📍 New York, NY  
🌐 www.emilychen.com  
📄 www.linkedin.com/in/emilychen  
📄 www.emilychenportfolio.com

### SUMMARY

Results-driven Financial Planning and Analysis Manager with 8+ years of experience in financial modeling, budgeting, and forecasting. Proven track record of driving business growth through data-driven insights and strategic planning. Skilled in financial analysis, financial reporting, and financial management.

### EXPERIENCE

#### Financial Planning and Analysis Manager

ABC Corporation • New York, NY • Jan 2018 - Present

Led financial planning and analysis team to drive business growth through data-driven insights and strategic planning.

- Developed and implemented financial models to forecast revenue and expenses, resulting in 15% increase in revenue and 10% reduction in costs.
- Analyzed financial data to identify trends and opportunities for improvement, and presented findings to senior management.
- Collaborated with cross-functional teams to develop and implement strategic plans, resulting in 25% increase in market share.
- Managed and mentored a team of financial analysts to ensure accurate and timely financial reporting.

#### Senior Financial Analyst

DEF Company • Chicago, IL • Jun 2015 - Dec 2017

Conducted financial analysis and provided insights to support business decisions.

- Developed and maintained financial models to forecast revenue and expenses, resulting in 10% increase in revenue and 5% reduction in costs.
- Analyzed financial data to identify trends and opportunities for improvement, and presented findings to management.
- Collaborated with cross-functional teams to develop and implement strategic plans, resulting in 15% increase in market share.
- Assisted in the development and implementation of financial policies and procedures.

### EDUCATION

#### MBA

University of Pennsylvania • Philadelphia, PA • 2010 - 2012

Finance • 3.5/4.0

#### BA

University of California, Berkeley • Berkeley, CA • 2006 - 2010

Economics • 3.2/4.0

### SKILLS

Financial Modeling  
Financial Analysis  
Financial Reporting  
Financial Management  
Microsoft Excel  
Financial Planning  
Budgeting  
Forecasting  
Data Analysis  
Communication  
Leadership  
Time Management

### LANGUAGES

English • Native  
Spanish • Fluent

### STRENGTHS

#### Strategic Thinking

Ability to think critically and develop strategic plans to drive business growth.

#### Financial Analysis

Skilled in financial analysis and able to provide insights to support business decisions.

#### Leadership

Proven ability to lead and manage teams to achieve business objectives.

#### Communication

Excellent communication skills with ability to present complex financial data to non-financial stakeholders.

### CERTIFICATES

#### Certified Financial Manager (CFM)

Institute of Financial Management

2015

Certified financial manager with expertise in financial planning, budgeting, and forecasting.

**Certified Public Accountant  
(CPA)**

American Institute of Certified  
Public Accountants

2012

Certified public accountant with expertise  
in financial reporting, auditing, and  
taxation.

**AWARDS**

**Financial Planning and Analysis  
Award**

Financial Planning and Analysis  
Association

2019

Awarded for outstanding contributions to  
financial planning and analysis.

**Financial Analyst of the Year  
Award**

Financial Analyst Association

2016

Awarded for exceptional performance as a  
financial analyst.