

John A. Smith  
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**Career Objective:** To acquire the job of a financial analyst and perform the tasks and responsibilities allotted to me efficiently. To gain sufficient experience to be able to work at this position independently.

**Career Summary:** I am associated with Graham & Dodd LLC since 2009. I began as a trainee financial analyst in October 2009 and was promoted as a junior financial analyst in March 2010. During this period I assisted development of portfolio design and security selection, focusing on global high-yield fixed-income securities

### **Work Experience**

Designation: Junior Financial Analyst

Organization: Graham & Dodd LLC, Chicago IL

Period of work: July 2009 – to present

Responsibilities:

- Support the senior members in management of fixed-income portfolio design, security selection, and financial reporting.
- Apply financial measurement tools to analyze investment performance of mutual funds and exchange traded funds invested in the high-yield markets
- Prepared reports on financial performance to the fund investment committees and management.

Designation: Trainee Financial Analyst

Organization: Axis Shrugged Financial Corp, Chicago

Period of Work: January 2007 to June 2009

Responsibilities:

- Receive analysis reports from the seniors and make PPT presentations to explain the analysis results by way of charts and pie diagrams
- Test management metrics and check capacity to study, quantify, and monitor the work processes
- Gather statutory reports, conformity reports, and internal management reports for analysis
- Perform resource management functions that help to make a list of the available resources and locate them economically to different projects
- Prepare statistics on the financial information of last three years and deduce the trend of incomes and expenses

### **Key Knowledge Areas**

- Portfolio Management
- Equity Financing and Securities Trading
- Quantitative and Qualitative Methods
- Financial and Operational Modeling

### **Additional Skills**

- Skilled at research and gathering valuable data
- Familiar with the analytical methods and performance metrics
- Efficient at interpreting the economic and financial indicators
- Proficient in methods of capital budgeting and treasury operations

### **Educational Qualifications**

Bachelor's, Finance, University of Chicago, 2009