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| **Contact**255 717654321manka.lucas@sample.com**Skills*** Proficient in Microsoft Excel, QuickBooks, and financial modeling
* Strong analytical and quantitative skills

 * Excellent verbal and written communication
* Ability to work collaboratively in teams

**Education**Your University Name [Location] Bachelor of Business Administration in Finance * Relevant course: Financial Accounting, Managerial Accounting, Corporate Finance, Investment Analysis
* GPA: [Your GPA]

. | Manka Lucas**Summary**Detail-oriented finance major with a strong understanding of financial analysis, accounting principles, and business operations. Experienced in internships and projects that required teamwork, analytical skills, and effective communication. Seeking an entry-level position in finance or accounting to leverage academic knowledge and hands-on experience.**Experience**Accounting InternCompany Name | [Location] * Assisted in preparing financial statements and reports
* Conducted variance analysis to identify discrepancies and recommend improvements
* Collaborated with the accounting team to streamline invoicing processes.

Business Analyst ProjectUniversity Project | [Location] * Analyzed market trends and financial data to support business decisions
* Developed a comprehensive business plan for a startup venture
* Presented findings and recommendations to faculty and peers.

**Languages**

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| English : C1Advanced:  |  |  |

**Certifications*** Chartered [Area of certification]
* [Area of certification] certified

**Hobbies and interests****Financial Literacy Activities**: Investing, Actively managing a personal investment portfolio or participating in stock market simulations.**Community Involvement**: Volunteering, Involvement with local non-profits, especially in roles that.**Accomplishments and awards*** Recognized by management for [Type] projects delivering outstanding [Result].

**Projects*** **Project name: Business Plan Development for a Startup**Led a team in creating a business plan for a sustainable fashion startup, including market research and financial forecasting. Presented the plan to local investors, garnering valuable feedback on our strategies. This project enhanced my strategic planning and teamwork skills.

**References*** Dr. Emily Johnson, Professor, Department of Business Administration, Your University Name, [Email], [Phone Number]
* Mark Thompson, Internship Supervisor, Company Name, [Email], [Phone Number]
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