

## Personal

### Name

Malcolm Gallagher

### Address

123 Anywhere Avenue  
Miami, FL 54321

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# Malcolm Gallagher

Motivated and passionate economics graduate from the University of Florida. Completed two internships and was offered a full-time position at a major financial institution for excellent performance. Currently driving growth using data-driven budget analysis for four clients. Looking to utilize trend and budgeting analysis at ABC Firm to increase yearly profits.

## Work experience

### Junior Budget Analysis

Sep 2021 - Present

*ABC Company, Miami, FL*

- Ensure full compliance with state and federal financial regulations.
- Proofread and prepared monthly financial reports for various clients in four different fields.
- Streamline reporting methods while maintaining 100% accuracy.
- Advised clients on how to divert flow of funding based on recent trends for savings of 10% across the board.

### Assistant Budget Analyst

Mar 2020 - Sep 2021

*ZYX Corp., Miami, FL*

- Attended client meetings, taking notes and preparing minutes to ensure all information is retained.
- Assisted in preparing budgets using detailed reports and financial records.
- Shadowed senior budget analysts and leaned proper business practices.

## Education and Qualifications

### Bachelor in Investment Banking

2021

*University of Florida, Miami, FL*

## Skills

Investing



MS Access



Trend analysis



Generating reports



MS Office



## References

**Xavier Marks**

ABC Company

*Available on request*

**Millie Campbell**

ZYX Corp.

*Available on request*

**Billy Shales**

ZYX Corp.

*Available on request*