

# Lynn Cooper

## Financial Analyst

### AREAS OF EXPERTISE

*Analyzing statistics*

*Financial research*

*Trade administration & settlements*

*Mentoring & Assessing*

*Portfolio management*

*Data analysis*

*Managing financial reports*

### PROFESSIONAL

*FSA registered*

### PERSONAL SKILLS

*Communication skills*

*Can speak German*

*Attention to detail*

### PERSONAL DETAILS

*Lynn Cooper  
34 Anywhere Road  
Coventry  
CV6 7RF*

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*M: 0887 222 9999*

*E: [lynn.c@dayjob.com](mailto:lynn.c@dayjob.com)*

*DOB: 12/09/1985*

*Driving license: Yes*

*Nationality: British*

### PERSONAL SUMMARY

A competent and committed Banking & Finance graduate who has hands on knowledge and experience of banking processes as well as the planning and practical implementation phases of financial projects. Possessing excellent communication skills and having the ability to communicate professionally with clients and colleagues on detailed financial issues.

Easy going by nature, and able to get along with work colleagues and managers, Lynn is currently looking for a starting position as a financial analyst.

### WORK EXPERIENCE

#### *Finance Company – Coventry*

**FINANCIAL ANALYST**      June 2008 - Present

Working as part of a team within a fast-paced environment in the financial services industry dealing with clients, analysts and schedules. Responsible for developing financial forecasts and generating internal management reports.

#### *Duties:*

- Researching and analyzing financial information relating to specific companies.
- Writing reports with regards to clients and their service history.
- Coordinating and consolidating of annual business plans.
- Coordinating meetings between Analysts and clients.
- Providing phone coverage by screening calls, responding to enquiries.
- Providing analytical perspectives to important strategic decisions.
- Conducting financial reviews of business issues like deal analysis etc.
- Creating reports to help business teams across the region manage their spend.
- Making presentations and recommendations as to which funds should be included in portfolios.

### KEY SKILLS AND COMPETENCIES

- An understanding of the regulations set out by the FSA.
- Knowledge of banking regulations and also deregulation issues.
- Understanding of banking, pension funds, life assurance companies.
- Ability to interact with all levels of staff including senior management.
- Able to work under pressure - a calm, organized approach and able to prioritize.
- Experience with Oracle and Hyperion Planning.
- Strong analytical and problem solving skills.
- A self starter with a high degree of analytical rigour.
- Strong Excel and Access skills.
- Experience in procedures & requirements for opening & re-assessing trading accounts.

### ACADEMIC QUALIFICATIONS

BA (Hons)      Finance and Business  
*Nuneaton University    2005 - 2008*

A levels:      Maths (A) English (B) Technology (B) Science (C)  
*Coventry Central College    2003 - 2005*

REFERENCES – Available on request.

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