

Perina Iandolo

Finance Assistant

Profile

Diligent Finance Assistant with 1 year of experience in managing financial data and supporting the finance department in daily operations. Adept at bookkeeping, data analysis, and maintaining accurate financial records. Demonstrates strong attention to detail, problem-solving abilities, and excellent communication skills. Committed to ensuring financial efficiency and contributing to overall organizational success.

Employment History

Finance Assistant at Wells Fargo, AK

Mar 2023 - Present

- Successfully managed a portfolio of over \$50 million in client assets, resulting in a 15% increase in annual revenue for the department.
- Streamlined the financial reporting process, reducing time spent on monthly and quarterly reports by 30%, allowing for more efficient allocation of resources.
- Identified and implemented cost-saving measures that reduced departmental expenses by 10%, contributing to an overall increase in profitability for the company.

Junior Finance Assistant at Alaska USA Federal Credit Union, AK

Sep 2022 - Jan 2023

- Successfully managed a portfolio of over 100 accounts, reducing delinquency rates by 15% within the first 6 months through proactive communication and personalized payment plan recommendations.
- Streamlined financial reporting processes, resulting in a 25% reduction in time spent on monthly reconciliations and a 10% increase in overall team efficiency.
- Assisted in the implementation of a new financial management software, leading to a 20% improvement in data accuracy and a 30% reduction in manual data entry errors.

Certificates

Certified Financial Planner (CFP)

Apr 2022

Chartered Financial Analyst (CFA)

Dec 2020

Memberships

✉ perina.iandolo@gmail.com

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📍 1234 Polar Bear Lane, Anchorage, AK 99501

Education

Associate of Applied Science in Finance at University of Alaska Anchorage, AK

Sep 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Corporate Finance, Financial Management, Investment Analysis, Risk Management, Financial Markets, and Business Statistics.

Links

[linkedin.com/in/perinaiolandolo](https://www.linkedin.com/in/perinaiolandolo)

Skills

QuickBooks

Excel

Budgeting

Forecasting

Reconciliation

Payroll

Invoicing

Languages

English

Mandarin