

VENTURE CAPITAL ANALYST RESUME

Job Objective:

Venture Capital Analyst position in a reputed firm.

Highlights of Qualifications:

- Sound knowledge of general ledger software, equity investment software
- Ability to review and analyze financing term sheets and financing documents.
- Ability to forecast cash flow needs at the fund level for assigned funds.

Professional Experience:

Venture Capital Analyst
Andreessen Horowitz, Colorado Springs, CO
August 2005 – Present

- Worked closely with the global investment team on special projects including complex portfolio and investment modeling and analysis.
- Recorded and summarized transaction details in the general ledger
- Prepared and maintained quarterly fund financial statements and schedules.
- Prepared bank reconciliations and supported for assigned entities.

Venture Capital Analyst
Michael Page International, Colorado Springs, CO
May 2000 – July 2005

- Attended all portfolio pitch meetings with the General Partners.
- Assisted the General Partners in managing all aspects of the deal flow pipeline and pre-screening potential investment opportunities.
- Handled all follow-up engagement with potential investment opportunities and assisted with diligence on potential investment opportunities.
- Reviewed and analyzed portfolio company financial performance and fund ownership records.

Education:

Bachelor's degree in Electrical Engineering
University of Arizona, Tucson, AZ

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