Budget Analyst Resume Sample

Your Full Name

Sender’s Mailing Address

Sender’s Phone Numbers

Sender’s Email Address

**Profile Summary**

* Dedicated financial professional with a remarkable track record of improving budgets, reporting and profitability.
* Respected for providing detailed, timely, and highly effective analysis, research, and recommendations.
* Known for optimizing resources, systems and efficiencies.
* Adept at communicating with executive management teams.

**Core Competencies**

* Resource Allocation
* Budget planning and administration
* Program Leadership
* Staff Training
* Financial Analyst & Reporting
* Contract Negotiations
* Risk Mitigation
* Cross- functional communications
* Issue Resolution

**Career Success**

Lead program Budget Analyst

Department of Budget, Delhi

2010-2012

* Performed in-depth analysis of funding requests and budget allocations to make recommendations to the Branch Chief.
* Analyzed executed funds for the past two fiscal years for quarterly reviews.
* Ensured that all funds were obligated and performed all aspects of year-end closeout.
* Worked with the accounting branch to resolve funding execution discrepancies and providing funds availability to the clients on a daily basis.
* Trained new budget analyst (civilians and contractors) in the Budget operation branch.

Executive Assistant / Budget Analyst

Department of Budget, Delhi

2008-2010

* Improved 15 budgets by streamlining reporting and databases resulting in balanced for 9 years.
* Resolved problem quickly by communicating and following up with over 1000 parents, students and staff.
* Increased office productivity by training and mentoring over 50 staff, students and volunteers on how to use new equipment

**Education**

**Bachelor’s Degree in finance**

University of California (2005)