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# BUDGET ASSISTANT RESUME

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## Objective:

Seeking a position as Budget Assistant where extensive experience and superior organization skills will be fully utilized.

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## Summary of Skills:

- Wide experience in accounts payable practices
  - Huge knowledge in accounting and finance as per college coursework
  - Ability to use word processing, spreadsheet, and other software's
  - Ability to organize a high volume of work to meet deadlines while
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## Work Experience:

Budget Assistant  
Leona Group, Charleston, SC  
August 2005 to till date

- Maintained related records and control reports.
- Prepared items for coding and approval.
- Assisted in maintaining accurate accounts payable files.
- Responded to inquiries from vendors and school personnel.
- Reconciled bank statements for assigned schools.

Budget Assistant  
MCR, LLC, Charleston, SC  
May 2000 to July 2005

- Provided financial Budget Analysis support.
  - Identified, analyzed, reviewed and managed financial products.
  - Contributed to the formulation, justification, and execution of the budget cycle.
  - Monitored budget accounts and tracked obligations and expenditures.
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## Education:

Bachelor's Degree in Management  
University of Florida, Gainesville, FL

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