
BUDGET DIRECTOR RESUME

Objective:

Seeking full time employment as Budget Director in order to practice my skills daily.

Highlights of Qualifications:

- Extensive experience in a finance and budget management
 - In-depth knowledge of budget planning and management, techniques and methodologies
 - Deep knowledge of managing budget operations
 - Proficient with financial software, Microsoft Office Suite, datawarehouses, and adhoc financial reporting tools
 - Ability to write reports business correspondence, and procedure manuals
 - Skilled in budgeting and financial planning
 - Excellent written and oral communication, human relation, organizational, interpersonal and administration skills
 - Exceptional ability to build a sustainable organization
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Professional Experience:

Budget Director, August 2005 – Present
University of Massachusetts Amherst, Bloomfield Township, MI

- Prepared financial statement analysis and memos on financial statements.
- Improved, implemented and enforced policies and procedures of the organization by way of systems that enhanced the overall operation of the organization.
- Ensured suitable internal controls and maintained financial records.
- Prepared annual budget and updated projected budget.
- Ensured adherence with federal and state law.
- Monitored investment portfolio performance and ensured compliance to short-term investment policy.

Budget Director, May 2000 – July 2005
University of Miami, Bloomfield Township, MI

- Developed and monitored annual operating budget.
 - Oversaw daily budget transaction and activity.
 - Prepared monthly and annual budget reports.
 - Developed and managed the budget control module of an enterprise software system.
 - Provided analysis, direction advice and assistance regarding department budget operations.
 - Developed and implemented budget operation reporting process and procedures.
 - Provided university-wide training in budgeting process and procedures.
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Education:

Bachelor's Degree in Accounts, Hampden-Sydney College, Hampden-Sydney, VA

Master's Degree in Finance, Wartburg College, Waverly, IA

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