
Budget Specialist Resume

Job Objective

To obtain a position as Budget Specialist in which my skills can help to increase the number of clients and sales for the company

Highlights of Qualifications:

- Remarkable experience in budgeting and financial analysis
 - Huge knowledge of telecommunications
 - Deep knowledge of contract and project management
 - Familiarity with relational and web-based database systems
 - Amazing ability to handle complex issues
 - Outstanding ability to manage tight timelines
 - Superior communication skills
 - Excellent problem solving skills
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Professional Experience:

Budget Specialist
Teamrecruiter, New York, NY
May 2006 – Present

- Coordinated with Area Manager.
- Managed tracking database for contract packages.
- Formulated report from Access database.
- Assessed budget reports and report card.
- Outlined budget for six regions.

Budget Specialist
ClearedConnections, New York, NY
March 2003 – April 2006

- Aided establishing annual spend and obligation plans.
 - Evaluated performance of funding allocation.
 - Outlined expenditures and gathered financial data.
 - Developed procedures and aided planning and budgeting activities.
 - Managed problem definition and integration of strategic program management.
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Education:

Bachelor's Degree in Finance
Central Washington University, Ellensburg, WA

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