

FEDERAL BUDGET ANALYST RESUME

Job Objective:

Position as Federal Budget Analyst.

Highlights of Qualifications:

- Profound knowledge of accounting, finance, federal operations and financial management
- Ability to apply federal budget guidelines in the formulation, analysis, execution, and review of the budget
- Extensive knowledge of DoD Financial Management Regulations
- Familiarity with Standard Accounting Budgeting and Reporting System (SABRS)
- Proficient with Purchase Request Builder (PR Builder)
- Excellent analytical and critical thinking skills
- Sound knowledge of Wide-Area Workflow (WAWF)

Professional Experience:

Federal Budget Analyst
Raytheon, Chicago, IL
August 2005 – Present

- Budgetary, and Proprietary accounts.
- Performed business process reviews, financial and property audits, metrics.
- Worked effectively with client team members to develop and implement solutions to client challenges.

Federal Budget Analyst
Kforce Finance & Accounting Staffing, Chicago, IL
May 2000 – July 2005

- Managed and determined appropriations for current and five prior fiscal years.
- Prepared consolidated phasing plan for current year baseline appropriations.
- Allocated and assigned final ceiling tracks funding to headquarters activities.
- Prepared and tracked funding documents.

Education:

Masters Degree in Accounting
University of California, Berkeley, CA
Bachelors Degree in Accounting
University of Arizona, Tucson, AZ

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