

# ALEXANDER SCOTT

## Assistant Budget Specialist

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### PROFESSIONAL SUMMARY

Results-oriented Assistant Budget Specialist with over 5 years of experience in financial oversight and budget administration. Proven ability to manage departmental budgets, ensure compliance, and streamline financial processes. Adept at collaborating with stakeholders to enhance fiscal performance and support strategic budget planning.

### WORK EXPERIENCE

#### Assistant Budget Specialist

Maple Leaf Consulting

Mar / 2021-Ongoing

Toronto, ON

- 1. Assisted the budget director in formulating and developing the annual budget for board approval.
- 2. Processed employment promotions, position updates, and transfers for over 100 departments using ADP.
- 3. Invoiced partner organizations for shared payroll expenses, ensuring timely payments.
- 4. Managed the quarterly reallocation of interdepartmental funds efficiently.
- 5. Maintained accurate employee salary records and departmental budgets.
- 6. Conducted data management and routine assessments through custom queries.
- 7. Approved expenditures for over 100 departmental budgets utilizing PeopleSoft Financials.

#### Budget Specialist

Summit Peak Industries

Mar / 2020-Mar / 2021

Denver, CO

- 1. Reviewed federal grant expenditures for assigned programs and submitted quarterly financial reports.
- 2. Supported the Director of Finance with monthly budget reconciliations, ensuring accuracy of expense receipts.
- 3. Collaborated with the Treasurer to present a cost-effective budget to stakeholders.
- 4. Managed budgets for public and private schools involved in federal grant programs.
- 5. Oversaw the setup and processing of grant-related orders.
- 6. Ensured compliance of participating schools with grant and legal regulations.

### EDUCATION

#### Bachelor of Science in Finance

University of Maryland

Mar / 2019-Mar / 2020

Santa Monica, CA

Focused on financial management and budget analysis, gaining practical skills in financial reporting.

### SKILLS

Advanced Microsoft Office Suite



Financial Software Proficiency



Project Budgeting



Resource Allocation



### ACHIEVEMENTS

- Streamlined budget reconciliation processes, reducing discrepancies by 20%.
- Implemented a new tracking system for interdepartmental funding, improving efficiency by 30%.
- Successfully managed and reported on federal grant expenditures, ensuring 100% compliance.