

# Robert Smith

## Budget Specialist

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## SUMMARY

Experienced and energetic Budget Specialist professional with over 18 years of broad-based commercial real estate background. I can provide strong, extensive knowledge of commercial real estate documents needed to identify critical data elements, the logistics of those data elements, and any discrepancies within the data in order to provide a clear, concise, and accurate record of a client's lease portfolio.

## SKILLS

Commercial Real Estate, Multitasking.

## WORK EXPERIENCE

### Budget Specialist

ABC Corporation - 2009 – 2009

- Developed and managed all phases of budget formulation, execution and reporting for all operational departments totaling \$92M.
- Compiled and prepared justifications for nine business units, and provide comprehensive budgets conforming to corporate models and objectives.
- Identify and interpret significant trends and key drivers in expenditures needed to justify variances between actual expenses versus budget fund tolerances to directors, senior management and regional office.
- Perform analysis needed to prepare reports addressing status of funds, expenses and obligations.
- Served as liaison between department managers and accounting to ensure correct and consistent coding of all expense documents.
- Proved to be fundamental in the reduction of the managerial accounting error rate.
- Design, produce and distribute monthly reports used to monitor expenses outside the span of the official budget expense tracking system.

### Budget Specialist

Delta Corporation - 2007 – 2009

- Support of government contract Put together spreadsheets with financial information involving General Services Administration, (GSA), government.
- Worked with the financial side of Reimbursable Work Authorizations, (RWAs), which involved GSA managing projects for other government organizations.
- Assisted GSA Asset Managers with putting together, editing, and updating the financial spreadsheet involving government projects for Western.
- Reviewed for GSA requisitions, (prevails), that supported design, construction and construction management-Management & Inspection, (M&I),.
- Maintained contracts and grants, signed and processed all budget modifications and recodes, maintained the GSA fleet of cars for the tribe - billing.
- Did budget projections for departments at mid-year cycle.
- Hold budget meetings, create budgets, review revenue and expense reports, update authorizations, Authorize one-time-costs.

## EDUCATION

## High School Diploma