

 (202) 555-1234

 harold.brown@email.com

 Washington, D.C.

LinkedIn: /in/haroldbrown

EDUCATION

Master of Public Administration (MPA)

University of Maryland, College Park, MD
2017

Bachelor of Science in Accounting

Georgetown University, Washington, D.C.
2015

SKILLS

- Government Budgeting & Compliance
- Financial Forecasting & Reporting
- Cost-Benefit Analysis
- MS Excel & SAP Financial Systems
- Federal Budgetary Regulations

HAROLD BROWN

GOVERNMENT BUDGET ANALYST

PROFESSIONAL SUMMARY

Highly motivated and detail-oriented Government Budget Analyst with over 7 years of experience in financial analysis, budgeting, and ensuring compliance with federal regulations. Proven track record in managing budgets for public sector programs, conducting cost-benefit analyses, and presenting detailed financial reports to senior government officials.

EXPERIENCE

- June 2020 - Now

Budget Analyst

U.S. Department of Health and Human Services (HHS) / Washington, D.C.

- Develop and monitor budgets for healthcare programs, ensuring alignment with federal spending regulations.
- Provide analysis on over \$50 million in annual expenditures, identifying potential cost-saving opportunities and areas for efficiency.
- Collaborate with department heads to develop financial reports for senior government officials and Congress.
- Assisted in preparing and reviewing budget proposals, working with various government agencies to ensure accuracy.

- January 2018 - May 2020

Financial Analyst

District of Columbia Office of Budget and Planning / Washington, D.C.

- Managed the budgetary process for various district-level programs, monitoring expenditures and providing quarterly financial reports.
- Developed performance metrics to measure the effectiveness of budget allocation in social welfare programs.
- Coordinated with program managers to review financial forecasts and provided recommendations for improved financial planning.

COURSES

- 2022 / Association of Government Accountants

Certified Government Financial Manager (CGFM)