





# Sarah Edwards

Budget Analyst

## CONTACT

 (323) 555-4567

 sarah.edwards@email.com

 Los Angeles, CA

## EDUCATION

### Bachelor of Science in Finance


University of Southern California (USC), Los Angeles, CA

May 2024

## LINKS

LinkedIn: /in/sarahedwards

## AWARDS

 Dean's List - University of Southern California | 2022 - 2024

## PROFESSIONAL SUMMARY

Recent graduate with a Bachelor's degree in Finance and a strong foundation in budgeting and financial analysis. Eager to apply my skills in data analysis and reporting to support the budgeting department at Los Angeles County Department of Public Works.

## EXPERIENCE

**Budgeting Intern** 2023 - 2023

City of Los Angeles, Budget and Finance Department

- Assisted in the preparation of the city's annual operating budget by analyzing past spending and forecasting future expenditures.
- Worked with senior analysts to conduct variance analysis and tracked departmental spending.
- Prepared and presented budget reports for review by department heads and city council members.
- Coordinated with other departments to ensure that their budget needs were accurately represented in the city's final budget proposal.

**Finance Assistant** 2022 - 2023

LA Nonprofit Organization, Los Angeles, CA

- Supported the finance department by tracking and recording financial transactions, reconciling accounts, and processing invoices.
- Created monthly budget reports and assisted in the development of annual financial statements.
- Provided administrative support to senior financial officers during audits and financial reviews.

## SKILLS

Budget Development & Financial Reporting ★★★★★

Microsoft Excel (Pivot Tables, VLOOKUP) ★★★★★

Data Analysis & Financial Forecasting ★★★★★

ERP Software (SAP, Oracle) ★★★★★

Strong Attention to Detail ★★★★★