





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 ★★★★★