

Nadia Webster

Senior Budget Analyst

☎ (404) 555-6817

✉ nadia.webster@example.com

🌐 [linkedin.com/example/nadiawebster](https://www.linkedin.com/example/nadiawebster)

📍 Decatur, GA 30030

STRENGTHS

- 🔧 **Budget judgment**
Translated funding changes into practical options for managers, helping teams protect priority work when resources shifted.
- ✅ **Financial accuracy**
Reconciled records before close and traced unusual balances, becoming a dependable resource for difficult account questions.
- 💡 **Decision support**
Presented cost comparisons with clear assumptions, giving program leaders confidence when weighing competing actions.
- 📅 **Planning discipline**
Connected schedules, staffing, contracts, and funding in multi year estimates, making future needs easier to discuss.
- ♥️ **Public stewardship**
Kept controlled funds tied to approved purposes and documented changes, supporting accountable program execution.

SKILLS

Budget formulation
Budget execution
Financial management
Resource management
Multi year estimates
Cost benefit analysis Obligations
Expenditures Fund control
Financial systems Reconciliations
Work plans Reprogramming
Legislative requirements
Public sector finance

SUMMARY

Senior budget analyst with 9 years supporting **public sector financial management, budget formulation**, execution, reconciliation, and resource planning across complex program portfolios. Experience connects annual operating plans, appropriations, obligations, expenditures, **multi year estimates**, and program milestones so leaders can make sound funding decisions. Develops cost benefit analyses, reprogramming recommendations, work plans, execution schedules, and financial registers aligned with fund control laws and regulations. Advises managers and program specialists on funding changes, legislative requirements, resource risks, and practical courses of action. Maintains reliable financial system records, investigates variances, and prepares defensible analyses for management review. Brings steady judgment, clear communication, and hands on experience supporting controlled public funds, program planning, and accountable budget administration.

EXPERIENCE

Senior Budget Analyst

Southeastern Public Health Collaborative 📅 May 2022 - Present 📍 Atlanta, GA

Leads budget formulation and execution for public health programs, coordinating financial controls, multi year planning, resource analysis, and management advice across several funding streams.

- Integrated appropriations, **obligations**, operating plans, and needs into program budget forecasts.
- Maintained **financial registers** and reconciliations across funding streams before monthly close.
- Produced **multi year estimates** linking milestones, staffing assumptions, contracts, and funding availability.
- Presented cost benefit analyses with alternatives, risks, and funding implications to managers.
- Recommended reprogramming actions after **funding changes** or legislative direction altered priorities.
- Coordinated **work plans** and **execution schedules** within legal and administrative controls.

Budget Analyst

Georgia Community Services Finance Office 📅 February 2019 - April 2022 📍 Macon, GA

Managed statewide service program budget support, combining financial system data, operating requirements, spending analysis, and documented recommendations for program leaders.

- Consolidated operating requirements into estimates and tracked approved resources through fiscal cycles.
- Reconciled financial system records with internal trackers before **management reporting**.
- Built spending analyses that identified shortfalls and excess balances early.
- Prepared funding change scenarios and **reprogramming** recommendations for shifting priorities.
- Compared contract and program costs using historical spending and lifecycle assumptions.
- Updated **work plans** and schedules with procurement timing and operational milestones.

Financial Analyst

Piedmont Municipal Services 📅 July 2017 - January 2019 📍 Athens, GA

Supported municipal budgets through cost analysis, obligation tracking, monthly reporting, projection updates, and audit ready documentation for operating programs.

- Compiled historical costs, **commitments**, workloads, and activities into annual budget workpapers.
- Maintained obligation and expenditure trackers for accounting activity reconciliation.
- Prepared monthly status reports separating timing differences from emerging resource issues.
- Analyzed purchases and service changes through documented **cost comparisons**.
- Updated multi period projections as spending and program schedules changed.
- Standardized **reconciliation** notes and schedules, improving recurring financial reviews.

Budget Technician

Capital Region Grants Administration 📅 June 2016 - June 2017 📍 Augusta, GA

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Senior Budget Analyst at Southeastern Public Health Collaborative (4.3 Years)
- Budget Analyst at Georgia Community Services Finance Office (3.2 Years)
- Financial Analyst at Piedmont Municipal Services (1.5 Years)
- Budget Technician at Capital Region Grants Administration (1 Years)

- Maintained grant funding records and supported fiscal close, transaction validation, budget adjustments, and documentation for community programs using controlled **public funds**.
- Maintained funding and expenditure records for grant supported community programs.
 - Reconciled invoices, commitments, and payment records with internal registers.
 - Prepared spending summaries and balance reports for budget analyst review.
 - Organized source documents supporting budget adjustments and financial reviews.
 - Updated planning worksheets with approved schedules and spending assumptions.
 - Validated transaction status and documented corrections during **fiscal year close**.

PROJECTS

- Public Health Budget Execution Model** 📅 2024
Created a planning model connecting appropriations, obligations, expenditures, milestones, and projected needs for clearer program resource decisions.
- Multi Year Resource Planning Analysis** 📅 2023
Built a multi year estimate framework linking staffing, contracts, workload assumptions, funding availability, and alternative program actions.

LEADERSHIP & AWARDS

- Recognized by program leaders for clear funding risk analysis and practical budget recommendations.
- Selected as a trusted resource for complex reconciliations and execution schedule reviews.
- Received professional recognition for dependable support during fiscal year close activities.

EDUCATION

- Bachelor's Degree in Finance**
Georgia State University 🎓 GPA: 3.5 📅 2016 📍 Atlanta, GA
***Coursework:** Financial management, public finance, cost analysis, accounting systems*

CERTIFICATIONS

- Certified Government Financial Manager 📅 2024
- Public Budget Administration Certificate 📅 2023

TECHNICAL SKILLS

- **Budget Management:** Budget formulation, budget execution, budget administration
- **Financial Management:** Financial management, resource management, public finance
- **Financial Systems:** Financial databases, accounting systems, tracking systems
- **Budget Tracking:** Obligations, expenditures, commitments
- **Reconciliation:** Account reconciliation, variance analysis, balance review
- **Planning Analysis:** Multi year estimates, work plans, execution schedules
- **Funding Analysis:** Funding changes, reprogramming, appropriations
- **Decision Analysis:** Cost benefit analysis, cost comparisons, lifecycle costs
- **Compliance Controls:** Fund control, financial regulations, audit trails
- **Management Reporting:** Budget status reports, spending summaries, management reporting

PROFESSIONAL AFFILIATIONS

- Member, Association of Government Accountants, focused on public finance and accountability.
- Participant, Georgia public sector finance network, sharing budget administration practices.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST