

Raymond Pham

Deputy Executive Officer, Budget and Finance

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📍 Glendale, CA 91203

STRENGTHS

- 🔍 **Fiscal judgment**
During competing capital requests, balanced service needs and funding limits, giving executives clear choices they could defend publicly.
- 👥 **Staff development**
Created practical training guides for analysts. Colleagues gained a consistent review process and greater confidence with difficult budget work.
- 🗣️ **Public communication**
Turned dense fiscal findings into board ready presentations. Clear options helped governing audiences focus on decisions and community impact.
- 🔍 **Policy analysis**
When rules changed, traced fiscal and operating effects before recommending action. Leaders received timely advice grounded in evidence.
- 🏢 **Cross departmental leadership**
Chaired sensitive working groups with clear ownership and deadlines. Teams moved forward when issues crossed traditional program boundaries.

SKILLS

Budget management

Financial management

Capital improvement programs

Capital outlay Land use planning

Real estate analysis

Property management

Facility allocation

Policy development

Legislative analysis

Regulatory analysis

Staff supervision

SUMMARY

Public sector **budget and finance** executive with 15 years leading **fiscal management, capital planning**, policy analysis, land use, **facilities strategy**, and administrative programs. Advises senior executives and governing bodies on budget preparation, legislation, regulatory impacts, infrastructure priorities, property strategy, service delivery, and fiscal stability. Supervises managers and analysts, assesses staffing needs, develops training documentation, assigns complex work, and builds accountable teams. Leads cross departmental initiatives, capital reviews, special studies, policy assignments, and public presentations. Translates detailed financial and operational analysis into persuasive recommendations for boards, oversight groups, managers, and communities. Makes sound decisions under pressure, prioritizes competing commitments, and advances practical policies with integrity. Ready to contribute disciplined fiscal leadership, credible counsel, and coordinated program delivery in a public administration setting.

EXPERIENCE

Deputy Director, Budget and Capital Programs

Sierra Coast Regional Administration 📅 July 2022 - Present 📍 Riverside, CA

Directs budget, capital, and **administrative programs** while advising executive leaders on fiscal strategy, infrastructure priorities, property decisions, policy, and coordinated service delivery.

- Directed capital reviews for **infrastructure**, property strategy, facilities, and **land use** priorities.
- Supervised managers and analysts across operating budgets, capital planning, and **executive projects**.
- Evaluated **legislation** and regulations, translating fiscal effects into clear policy recommendations.
- Chaired cross departmental working groups, assigning ownership and advancing sensitive executive initiatives.
- Presented **budget** and capital recommendations during public meetings and executive forums.

Budget and Finance Manager

Pacific Crest Municipal Services 📅 January 2019 - June 2022 📍 Long Beach, CA

Managed municipal budget development, multiyear planning, fiscal analysis, capital investments, **staff training**, administrative procedures, and presentations for boards and community audiences.

- Managed annual budget development and multiyear **financial planning** for municipal service portfolios.
- Supervised analysts and created training guides for consistent **fiscal analysis** and quality review.
- Connected capital funding with service priorities through facility investment analysis.
- Documented fiscal effects of legislative and regulatory changes for operating decisions.
- Developed approval procedures that improved reporting, coordination, and policy compliance.
- Presented **budget** and capital priorities to boards, executives, and community audiences.

Senior Budget Analyst

Golden State Civic Management 📅 May 2016 - December 2018 📍 Sacramento, CA

Led operating and capital analysis, fiscal impact studies, resource allocation reviews, governing board reporting, and analyst mentoring for public programs.

- Reconciled department requests with funding limits through operating budget analysis.
- Prepared **fiscal impact** analyses for legislation, **regulations**, and proposed administrative policies.
- Coordinated **service delivery** studies that clarified resource options for department leaders.
- Supported facilities and public asset reviews within **capital planning** cycles.
- Prepared board reports that converted technical findings into clear decision options.
- Mentored junior analysts on **budget** methods, presentations, writing, and quality control.

Budget Analyst

Canyon Public Finance Group 📅 July 2013 - April 2016 📍 Fresno, CA

Staff development

Public presentations

Disaster coordination

LANGUAGES

English Native

Vietnamese Proficient

MY CAREER



● Deputy Director, Budget and Capital Programs at Sierra Coast Regional Administration (4.2 Years)

● Budget and Finance Manager at Pacific Crest Municipal Services (3.4 Years)

● Senior Budget Analyst at Golden State Civic Management (2.6 Years)

● Budget Analyst at Canyon Public Finance Group (2.8 Years)

● Administrative Analyst at Valley Civic Operations (2 Years)

Analyzed public program budgets, financial models, revenue assumptions, statutory requirements, and service costs while preparing recommendations for management and public discussions.

- Analyzed expenditure trends, revenue assumptions, and funding requests for public programs.
- Built financial models supporting annual budgets, midyear reviews, and resource decisions.
- Researched statutory requirements affecting program funding and fiscal planning.
- Prepared summaries and presentations for management and public budget discussions.
- Resolved data inconsistencies supporting accurate **budget** recommendations and executive review.
- Supported **special studies** examining **administrative processes** and service costs.

Administrative Analyst

Valley Civic Operations 📅 June 2011 - June 2013 📍 Bakersfield, CA

Supported budget tracking, policy research, program documentation, management reporting, committee coordination, and time sensitive administrative assignments for public services.

- Tracked expenditures and workloads used in financial reviews and executive briefings.
- Researched policy and regulatory questions, documenting operational implications for managers.
- Prepared committee materials and follow up records for cross functional initiatives.
- Drafted procedure updates and reference materials that improved administrative consistency.
- Presented analytical findings to managers during time sensitive assignments.
- Maintained accurate records supporting public service planning and management decisions.

PROJECTS

Regional Capital Prioritization Study 📅 2024

Clarified why disciplined capital choices matter for public trust. Integrated infrastructure condition, facility needs, land use considerations, and fiscal capacity into executive recommendations.

Administrative Policy Review 📅 2021

Connected sound policy with dependable service. Reviewed approval procedures, regulatory effects, and operating guidance, then shaped practical recommendations for cross departmental use.

LEADERSHIP & AWARDS

- Executive Leadership Recognition for Fiscal Strategy and Capital Planning
- Public Service Award for Clear Governing Board Presentations
- Leadership recognition for analyst development and cross departmental coordination

EDUCATION

Bachelor's Degree in Public Administration

California State University, Sacramento 🎓 GPA: 0 📅 2011 📍 Sacramento, CA

Coursework: *Public budgeting, financial management, public policy, administrative law*

CERTIFICATIONS

- Certified Government Financial Manager 📅 2024
- Public Finance Officer Certification 📅 2022

TECHNICAL SKILLS

- **Budget Systems:** Annual budgeting, multiyear forecasting, variance analysis
- **Capital Planning:** Capital outlay, infrastructure planning, improvement programs
- **Financial Analysis:** Fiscal modeling, expenditure analysis, revenue analysis
- **Land Use:** Land use planning, real estate analysis, property strategy
- **Facilities Management:** Facility allocation, property management, asset reviews
- **Policy Analysis:** Policy development, policy review, administrative guidance
- **Regulatory Review:** Legislative analysis, regulatory analysis, fiscal impact analysis
- **Public Presentations:** Governing boards, oversight bodies, public meetings
- **Staff Leadership:** Employee supervision, staff training, workload assessment
- **Administrative Tools:** Operating manuals, training documentation, approval procedures

- **Program Management:** Executive projects, special studies, working groups
- **Emergency Coordination:** Disaster coordination, service continuity, incident support

PROFESSIONAL AFFILIATIONS

- International City County Management Association, public finance and administration practice
- Government Finance Officers Association, budgeting and capital management community

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST