

Melody Cox

Principal Budget Analyst

📞 (916) 555-7314 ✉️ melody.cox@example.com

🌐 linkedin.com/example/melodycox 📍 Sacramento, CA 95818

STRENGTHS

- 🏛️ **Fiscal judgment**
When funding requests competed, connected recurring costs with service needs and gave leaders a clearer choice.
- ♥️ **Forecasting**
Built forecasts from economic indicators, staffing assumptions, and commitments. Colleagues relied on models during difficult planning cycles.
- 👥 **Public communication**
Presented complex fiscal matters in plain language, helping executives, elected officials, and residents follow sensitive decisions.
- 🧠 **Analytical leadership**
Directed analysts through reporting and forecast cycles. Coaching created consistent work and greater confidence in review meetings.
- 📌 **Policy review**
Connected legislation, contracts, requisitions, and appropriations with practical fiscal effects. That context improved recommendations.

SKILLS

Municipal budgeting Public finance

Financial analysis

Revenue forecasting

Policy analysis

Cost benefit analysis

Statistical methods

Long range planning

Project management

Public administration

Technical reporting

SUMMARY

Principal level municipal budget professional with 11 years of progressively responsible experience supporting public sector budgeting, **financial analysis**, forecasting, strategic planning, and policy evaluation. Leads operating and capital improvement budget development across multiple departments, integrating revenue assumptions, staffing requests, capital schedules, and service priorities. Builds long range fiscal forecasts and translates economic, statistical, legal, operational, revenue, and expenditure data into practical recommendations. Prepares quarterly and year end reporting, reviews contracts and requisitions, evaluates labor proposals, and assesses legislative effects on municipal finances. Directs analysts, coordinates cross department work, and presents complex fiscal matters to executives, elected officials, governing bodies, community groups, and public audiences. Advanced user of Excel, automated financial reporting systems, presentation software, **technical reporting** methods, and municipal budget controls.

EXPERIENCE

Principal Budget Analyst

Canyon Crest City Administration 📅 January 2023 - Present 📍 Sacramento, CA

Leads citywide operating and capital budget development across 14 departments, directs three analysts, and advises executives and elected officials on fiscal strategy, appropriations, forecasts, service changes, and public reporting.

- Integrated 14 departmental submissions with revenue assumptions, staffing requests, and capital schedules for annual adoption.
- Maintained five year forecasts covering revenues, labor, debt, operating commitments, and capital funding needs.
- Evaluated transfers, positions, contracts, requisitions, and policy proposals for fiscal capacity and long term effects.
- Directed three analysts through forecast, quarterly reporting, and year end cycles with coaching on municipal finance.
- Presented fiscal recommendations and budget amendments during executive sessions and elected official public meetings.
- Led cross department service studies that converted cost findings into practical policy recommendations.

Senior Budget Analyst

Valley Junction Municipal Finance 📅 January 2020 - December 2022 📍 Davis, CA
Department

Coordinated operating budgets across public safety, public works, community services, and administrative portfolios while producing forecasts, legislative analysis, capital reviews, and variance reporting for municipal leadership.

- Coordinated **operating budgets** across public safety, public works, community services, and administrative portfolios.
- Built multi year forecasts using historical trends, economic indicators, staffing assumptions, and program commitments.
- Modeled labor proposals and position changes for salary, benefit, and recurring fiscal impacts.
- Reviewed capital plans and contracts for appropriations, schedules, and funding source consistency.
- Prepared quarterly budget to actual reports and year end projections, investigating material variances.
- Researched state and federal legislation affecting municipal revenues and expenditures, then recommended responses.

Public speaking

Governmental accounting

Budget execution

Legislative analysis

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Principal Budget Analyst at Canyon Crest City Administration (3.8 Years)

● Senior Budget Analyst at Valley Junction Municipal Finance Department (2.9 Years)

● Budget Analyst at Redwood Plains City Finance Office (2.4 Years)

● Financial Analyst at Sierra Harbor Municipal Services (1.9 Years)

Budget Analyst

Redwood Plains City Finance Office 📅 July 2017 - December 2019 📍 Elk Grove, CA

Managed departmental budgets through preparation, midyear review, and close while developing revenue estimates, evaluating funding changes, reviewing requisitions, and preparing technical materials for management and governing body decisions.

- Managed departmental budgets through annual preparation, midyear review, and year end close.
- Evaluated vacancies, positions, funding changes, and program adjustments against service needs and recurring costs.
- Developed revenue estimates and expenditure projections from financial system data and historical patterns.
- Reviewed purchase requisitions and staff reports for funding availability and fiscal impact.
- Prepared technical reports, presentations, and briefing summaries for management and governing body decisions.
- Supported public budget presentations and information requests while protecting sensitive financial information.

Financial Analyst

Sierra Harbor Municipal Services 📅 July 2015 - June 2017 📍 Stockton, CA

Performed municipal financial and budget analysis for annual controls, service proposals, fee studies, capital projects, and administrative initiatives while producing memoranda that supported financial review and program decisions.

- Compiled expenditure, revenue, and workload data from automated systems and Excel models.
- Conducted statistical and cost analyses for service proposals, fee studies, and administrative projects.
- Monitored departmental spending against adopted budgets and researched significant variances.
- Tracked capital project budgets, funding sources, commitments, and forecast expenditures.
- Researched municipal policies and applicable laws for analytical memoranda supporting financial review.
- Performed professional budget analysis that strengthened annual controls across municipal programs.

PROJECTS

Five Year Fiscal Forecast 📅 2023

Built an integrated forecast connecting revenue trends, labor commitments, debt, operating costs, and capital needs. Clear assumptions gave decision makers a steadier basis for long range planning.

Citywide Capital Budget Review 📅 2022

Coordinated capital submissions and funding reviews across departments. The work brought competing service priorities into one practical framework for governing body discussion.

LEADERSHIP & AWARDS

- Recognized by executive leadership for clear fiscal recommendations supporting complex budget decisions.
- Selected to lead cross department analysis for service cost and organizational change discussions.
- Commended for reliable quarterly reporting and public presentation support during sensitive budget cycles.

EDUCATION

Master of Public Administration

California State University, Sacramento 🎓 GPA: 4.0 📅 2015 📍 Sacramento, CA

Coursework: Public finance, municipal management, policy analysis, statistical methods

Bachelor of Science in Finance

California State University, Stanislaus 🎓 GPA: 4.0 📅 2013 📍 Turlock, CA

Coursework: *Financial analysis, governmental accounting, economics, cost analysis*

CERTIFICATIONS

- Public Finance Certificate 📅 2015
- Municipal Budget Management Certificate 📅 2015

TECHNICAL SKILLS

- **Budget Systems:** Operating budgets, capital improvement budgets, appropriation control
- **Financial Analysis:** Cost analysis, cost benefit analysis, variance analysis
- **Forecasting Methods:** Revenue forecasting, expenditure forecasting, long range forecasts
- **Governmental Accounting:** Municipal accounting, fund accounting, financial controls
- **Reporting Tools:** Quarterly reporting, year end reporting, financial statements
- **Microsoft Excel:** Excel formulas, analytical models, financial schedules
- **Statistical Analysis:** Statistical methods, economic indicators, trend analysis
- **Policy Analysis:** Policy evaluation, legislative analysis, fiscal impact analysis
- **Public Finance:** Municipal finance, public revenue, public expenditures
- **Planning Methods:** Strategic planning, capital planning, fiscal planning
- **Contract Review:** Contracts, purchase requisitions, funding compliance
- **Presentation Tools:** Presentation software, public presentations, briefing materials

PROFESSIONAL AFFILIATIONS

- Municipal finance professional engaged in cross department budget coordination and public administration work.
- Public finance practitioner contributing analytical perspective to policy, forecasting, and service planning discussions.

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST