





Laura Lewis

Budget analyst with five years of experience in the government and nonprofit sectors. Expert in budget formulation, variance analysis, and grant-fund tracking. Achieved a 10% reduction in overspending.

CONTACT

-  (123) 456-7890
-  email@example.com
-  Portfolio
-  Seattle, WA

EDUCATION

- M.P.A., Public Financial Management
University of Washington , Seattle, WA
May 2016
- B.A. in Economics
University of Washington, Seattle, WA
May 2014

KEY SKILLS

- Budget formulation
- Variance analysis
- Grant accounting
- Government compliance
- Reporting

PROFESSIONAL EXPERIENCE

Senior Budget Analyst | City Finance Department, Seattle, WA
August 2019 – Present

- Lead annual budget formulation for a \$300M operating plan, reducing projected overspend by 10%
- Perform quarterly variance analyses and present findings to department heads
- Track grant expenditures and ensure compliance with federal guidelines

Budget Assistant | Nonprofit Action Fund, Seattle, WA
July 2016 – July 2019

- Developed monthly budget vs. actual reports for five program areas
- Assisted in grant-proposal budgeting, securing \$2M in funding