

MARCUS DONNELLY

Budget Analyst

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Recent finance grad with internship experience in municipal budgeting and a strong Excel foundation. Looking to start as a budget analyst on a team that values clean data and clear writing. Comfortable with variance worksheets, account reconciliation, and supporting senior analysts during budget season.

Professional Experience

Budget Analyst Intern | City of Westerville Finance Department, Westerville, OH
Summer 2024

- Supported the FY25 General Fund budget build, cleaning department submission templates for 22 cost centers.
- Reconciled approximately \$4.2M in encumbrance balances across public works and parks before close.
- Drafted one-page budget summaries for 3 department heads ahead of council work sessions.
- Sat in on weekly forecast meetings and tracked action items in a shared Smartsheet.

Finance Office Assistant (Work-Study) | Ohio State University, Fisher College of Business, Columbus, OH
2022 – 2024

- Processed travel and procurement card reports for faculty, averaging around 40 reconciliations per month.
- Built a pivot-table dashboard tracking departmental supply spend that the office manager still uses.
- Pulled monthly ledger exports from Workday and flagged miscoded transactions for the senior accountant.

Education

B.S. in Finance, Minor in Public Administration, The Ohio State University, 2024

Relevant coursework: Public Sector Budgeting, Financial Modeling, Intermediate Accounting

Key Skills

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| • Excel (pivot tables, VLOOKUP, basic macros) | • Workday Financials |
| • Smartsheet | • QuickBooks |
| • Variance analysis (academic + internship) | • GAAP and GASB basics |
| • PowerPoint and memo writing | • Tableau (coursework) |