



ELENA VASQUEZ

Budget Analyst

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PROFILE

Budget analyst with 7 years across state government and a mid-size manufacturer. Known for tight variance commentary and forecast models that hold up under audit. Recent focus on capital project budgeting and zero-based reviews.

KEY SKILLS

- Zero-based budgeting
- Capex planning and tracking
- Excel (Power Query, scenario modeling)
- Power BI
- Oracle PBCS
- SAP S/4HANA (FI module)
- Federal grant compliance
- Variance commentary writing
- Cross-functional facilitation

PROFESSIONAL EXPERIENCE

Budget Analyst II

Sandia Ridge Manufacturing, Albuquerque, NM | 2021 - Present

- Own the \$27.3M plant operations budget covering 6 production lines and shared services.
- Run weekly cost-per-unit reviews with line supervisors and the plant controller.
- Led a zero-based review of indirect spend that took about 11% out of the indirect run rate.
- Built a capex tracking workbook in Excel + Power BI that replaced 3 disconnected spreadsheets.
- Partner with HR on quarterly headcount forecasting and salary planning for around 340 employees.

Budget Analyst

New Mexico Department of Workforce Solutions, Santa Fe, NM | 2018 - 2021

- Prepared biennial budget requests across 4 program divisions totaling \$61M in state and federal funds.
- Drafted fiscal impact statements for 9 pieces of proposed legislation in the 2020 session.
- Reconciled federal grant draws monthly and resolved an Unemployment Insurance carryforward error worth roughly \$480K.
- Trained 12 program managers on the new budget submission portal during rollout.

EDUCATION

M.P.A., University of New Mexico, 2018

B.A. in Economics, New Mexico State University, 2016