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| Jane Smith | | |
| Summary  Results-driven Budget Analyst with over 5 years of experience in financial planning and analysis. Proven track record of managing budgets exceeding $5 million and implementing cost-saving measures that enhanced operational efficiency. Skilled in data analysis and reporting.  Work Experience  **Budget Analyst Mar 2019 – Present**  DEF Company Othertown, NY   * Managed annual budget process, resulting in a 10% reduction in departmental expenditures. * Developed financial models to forecast revenue growth and track performance against budget.   **Financial Analyst Jan 2017 – Feb 2019**  GHI Solutions Othertown, NY   * Analyzed financial data to identify trends, leading to strategic recommendations for budget allocations. * Collaborated with cross-functional teams to prepare quarterly budget reviews and presentations.   Education Bachelor of Business Administration: Finance Jan 2016 *State University**Othertown, NY*  certifications   * Certified Budget Analyst (CBA) – Budget Institute – 2020 | Contact  (234) 567-8901  janesmith@example.com  Othertown, NY 12345  Skills  Budget Management  Financial Reporting  Data Analysis  Cost Reduction  Excel  Forecasting  Stakeholder Engagement  Presentation Skills  Problem Solving |