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| Jane Smith |
| SummaryResults-driven Budget Coordinator with over 5 years of experience in financial planning and analysis. Proven track record of developing and managing budgets effectively to support organizational goals.Work Experience**Budget Coordinator Jan 2021 – Present**LMN Industries Atlanta, GA* Led the annual budgeting process, resulting in a 20% decrease in overall operational costs.
* Developed financial models to support strategic decision-making, improving reporting efficiency by 30%.

**Financial Analyst May 2018 – Dec 2020**XYZ Solutions Atlanta, GA* Analyzed budget variances and provided actionable insights to senior management, enhancing budget adherence by 25%.
* Collaborated with various departments to ensure alignment of budgetary goals, increasing interdepartmental communication.

EducationBachelor of Business Administration: Accounting May 2017*Georgia State University**Atlanta, GA*certifications* Certified Budget Analyst – ABC Institute – 2021
 | Contact(555) 987-6543jane.smith@example.comAtlanta, GA 30301SkillsBudget ManagementFinancial ForecastingVariance AnalysisProject ManagementExcel Advanced FunctionsReporting ToolsStrategic PlanningInterpersonal SkillsNegotiationLeadership |