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| Jane Smith | | |
| Summary  Results-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.   Education Bachelor of Business Administration: Accounting May 2017 *Georgia State University**Atlanta, GA*  certifications   * Certified Budget Analyst – ABC Institute – 2021 | Contact  (555) 987-6543  jane.smith@example.com  Atlanta, GA 30301  Skills  Budget Management  Financial Forecasting  Variance Analysis  Project Management  Excel Advanced Functions  Reporting Tools  Strategic Planning  Interpersonal Skills  Negotiation  Leadership |