

### JESSE KENDALL, MBA

123 Elm Street | Sumter, SC 29151 | Cell: (803) 444-4444 | jkendall@notmail.com

### BUDGET ANALYST

Dedicated financial professional with a remarkable track record of improving budgets, reporting, and profitability. Respected for providing detailed, timely, and highly effective analysis, research, and recommendations. Known for optimizing resources, systems, and efficiencies. Adept at communicating with executive management teams.

### CORE COMPETENCIES

- Resource Allocation
- Budget Planning & Administration
- Program Leadership
- Staff Training
- Financial Analysis & Reporting
- Contract Negotiations
- Risk Mitigation
- Cross-Functional Communications
- Issue Resolution

### CAREER SUCCESS

**Budget Analyst, 20xx to Present | ABC Institute, Sumter, SC**

Formulate, justify, and execute budgets of up to \$45 million for diverse clients, programs, and projects. Generate cost benefit analyses and provide advanced expertise to identify and capitalize on cost cutting opportunities.

Accurately and thoroughly document all processes. Ensure 100% compliance to all regulations and policies. Skillfully employ best practices.

- **Slashed production expenses 28%**  
for a key client by suggesting the procurement of low cost material.
- **Increased operating budget \$75,000**  
by skillfully reallocating financial resources.
- **Uncovered \$38,000 in available funds**  
by performing in-depth analysis of variances and discrepancies between budget and actual expenditures.

**Budget Analyst, 20xx to 20xx | BCD Association, Sumter, SC**

Continually optimized multimillion dollar [budget](#) and served as subject matter expert (SME) for financial analysis issues, concerns, and special projects. Tracked expenditure rates, verified funding controls, and devised intelligent spending plans. Drafted and submitted all funding documentation in a timely manner. Interfaced with senior management to quickly resolve major reporting/ compliance issues.

- **Received kudos from CEO**  
for instituting a highly popular budget formulation process.
- **Achieved zero adjustments needed**  
to the 20xx budget.

### EDUCATION

### **Master of Business Administration (MBA)**

, University of XYZ, Sumter, SC, 20xx

### **Bachelor of Science, Finance**

, XYZ University, Sumter, SC, 20xx