

Amina Jackson

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SUMMARY

Detail-oriented Budget Analyst with over 5 years of experience in financial analysis and budget forecasting. Proven track record of optimizing budget processes, improving accuracy, and providing actionable insights to drive financial performance.

EXPERIENCE

Senior Budget Analyst

Jan 2022 - Present

Tech Solutions Inc., Seattle, WA

- Reduced departmental budget variance by 25% through enhanced forecasting methods and variance analysis.
- Implemented a new budgeting software that improved reporting efficiency by 40%, saving an estimated \$50,000 annually.
- Collaborated with cross-functional teams to align financial planning with strategic business objectives, resulting in a 15% increase in overall budget utilization.

Budget Analyst

Jun 2018 - Dec 2021

Greenfield Corporation, Seattle, WA

- Analyzed budget proposals and prepared detailed reports that informed decision-making and resource allocation, contributing to a 20% reduction in unnecessary expenditures.
- Developed and maintained budget models for various departments, improving forecasting accuracy by over 30%.
- Led training sessions for staff on budget management tools, enhancing team capabilities and understanding of budget processes.

Junior Budget Analyst

Jan 2016 - May 2018

Financial Services Group, Seattle, WA

- Assisted in the preparation of annual budgets totaling over \$10 million, ensuring compliance with organizational policies.
- Conducted variance analysis and prepared monthly reports for senior management, enhancing transparency and accountability.
- Streamlined budget tracking processes, reducing report preparation time by 20%.

EDUCATION

Bachelor of Science in Finance

May 2018

University of Washington, Seattle, WA • GPA: 3.7

SKILLS

Technical Skills: Financial Analysis, Budget Forecasting, Variance Analysis, Data Visualization

Tools & Frameworks: Excel, SAP, Tableau