



# DRISTAN ARTHUR

## BUDGET ANALYST

### CONTACT

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(123) 456-7890   
Augusta, ME   
[LinkedIn](#) 

### EDUCATION

Bachelor of Science  
Business Administration  
University of Maine  
2008 - 2012  
Augusta, ME

### SKILLS

Microsoft Office Suite  
Written/Oral  
Communication  
Attention to Detail  
Financial Modeling  
Oracle  
SAP  
Salesforce  
Statistical Analysis

### WORK EXPERIENCE

#### Budget Analyst

Federal Student Aid and Office of the U.S. Department of Education

2019 - current / Augusta, ME

- **Decreased risk of financial setbacks by 8%** by researching budget risks and implementing solutions
- **Maintained and developed 20+ detailed financial projection models** for large projects and initiatives
- Evaluated historical and projected business trends, capital market trends, and financial impacts
- Prepared 100% of investment-related documents for both internal and external audiences
- Worked with 3 internal teams to conduct monthly budget audits

#### Financial Analyst

Lincoln Financial Group

2015 - 2019 / Augusta, ME

- **Streamlined 30+ processes** by automating business reporting
- Reviewed and submitted **50+ pricing requests**
- Identified inefficiencies and improved business performance by conducting 10+ supporting analyses
- Trained and advised 6 sales operations managers to enter and maintain marketing commitments
- Reviewed and approved 500+ invoices and claims for marketing program payment processing

#### Financial Analyst

Public Consulting Group

2012 - 2015 / Augusta, ME

- **Served as strategic finance partner with 2 business leaders** on global programs by translating business requirements
- **Managed 100% of expense variance analysis, planning, and forecasting** on equity and insurance
- Developed and delivered 30+ management reports to communicate key trends and opportunities
- Defined and refined 23 driver-based forecasts by developing a deep understanding of global compensation
- Developed 40+ internal financial materials for senior leadership

# Budget Analyst Certification Study Guide

**MUHAMMAD ZAIN**



## **Budget Analyst Certification Study Guide:**

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**Budget Analyst [city, State, Federal]**. National Learning Corporation, 1974 Budget Analyst, 2024-10 The Budget Analyst Passbook R prepares you for your test by allowing you to take practice exams in the subjects you need to study. It provides hundreds of questions and answers in the areas that will likely be covered on your upcoming exam including but not limited to budgeting, evaluating conclusions in light of known facts, understanding and interpreting written and tabular material, preparing written material, and more.

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**Professional Careers Sourcebook** Sara T. Bernstein, Kathleen M. Savage, 1995-09 Where to find help planning careers that require college or technical degrees CMA Examination Review: Outlines and study guides Irvin N. Gleim, Dale L. Flesher, 1992

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