# **SUMMARY OF QUALIFICATIONS**

* Proven experience in budgeting, analytical and financial accounting
* In-depth knowledge of the University’s budget process and financial management practices and procedures
* Skilled in preparing, comprehensive financial statements, and reports
* Strong analytical, organizational, project planning and forecasting skills
* Able to administer multiple projects and meet deadlines under pressure
* Recognized as a creative and practical problem-solver
* Proficient in Microsoft Office (Outlook, Word, Excel, Access), Crystal Reports, POPS, Banner FIS & HRIS, Budget Empowerment, Minerva
* Fluently bilingual in English and French (spoken, written, read)

# **PROFESSIONAL EXPERIENCE**

**BUDGET ADMINISTRATOR (2009-present)**

**McGill University – Faculty of Education, Montreal, QC**

* Assist in the development of all types of budgets, including general, discretionary accounts, endowments, private, and federal funds.
* Analyze budget patterns, projects expenditures, and prepare approved budget.
* Collect and compile budget data, complete work papers and status reports.
* Assist in the development and maintenance of budget monitoring systems.
* Review budget justification to ensure it relates to budgeted dollars.
* Ensure compliance with all relevant university and agency regulations and restrictions.
* Administer the expenditure of funds, ensuring that funds are expended according to sponsoring organization's stipulations and appropriate university guidelines.
* Confer with appropriate internal and external administrative offices to ensure that required procedures are followed.
* Provide instruction and answer questions relating to budget procedures and serve as liaison between the business office and unit areas.
* Identify budget issues, provide alternative solutions, and resolve problems.
* Monitor and approve expenditures throughout the budgetary period.

# **PROFESSIONAL EXPERIENCE (Continued)**

**BUDGET COORDINATOR (2007-2009)**

**Concordia University, Applied Human Sciences Department, Montreal, QC**

* Assisted Budget Manager with the analysis and coordination of matters relating to budget, statistical, and costing reports.
* Maintained master tuition schedules, made necessary adjustments into Banner, and providing assistance regarding budget and financial data.

# **SUMMARY OF ACHIEVEMENTS**

* **Earned recognition from the department supervisor** for introducing a highly popular budget formulation process.
* **Created and implemented procedures that increased faculty efficiency, accelerated process time, and decreased error margins.**
* **Developed effective templates and training material** that were later adapted by various areas of the faculty; served as a model for tracking financial and statistical data.
* **Utilized a variety of Excel modeling tools to compile the College budget**, program profile, tuition model, computerized training plans, and departmental budgets.
* **Recognized for demonstrated continuous effort to improve operations, decrease turnaround times, streamline work processes**, and work cooperatively and jointly to provide quality seamless customer service.

# **TECHNICAL SKILLS**

* Microsoft Office (Outlook, Word, Excel, Access)
* McGill Software (POPS, Banner, FIS, HRIS, Budget & Endowment, Minerva)
* Crystal Reports

# **EDUCATION**

**D.E.C. IN FINANCE & ADMINISTRATION (May 2006)**

**Vanier College, Montreal, QC**