

Candidate H

Email: candidate.h@email.com

Phone: (555) 123-4567

EDUCATION

Bachelor of Public Administration, State College, 2020

PROFESSIONAL EXPERIENCE

Data & Policy Analyst - State Budget Office (2021-Present)

- 3 years analyzing state budget data using Tableau, SQL, and Excel
- Created Power BI dashboards for legislative budget tracking (\$10B+ budget)
- Collaborated with governmental officials and agency directors on policy development
- Expertise in government regulations, compliance reporting, and public records laws
- Managed stakeholder engagement with 25+ state agencies
- Conducted budget analysis and financial reporting for state legislature

Budget Analyst Intern - City Finance Department (2020-2021)

- Performed data analysis for municipal budget preparation
- Created Excel reports and Tableau visualizations for city council

SKILLS & COMPETENCIES

Tableau, SQL, Excel, Power BI, data analysis, policy development, government regulations, compliance, stakeholder management, governmental officials, public records, budget management

CERTIFICATIONS

- Certified Government Financial Manager (CGFM)