CORINNE LUCAS

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Mount Rainier, MD 20712

SKILLS

VBA (Intermediate, ONLC Training Center Certified Excel 2013/2016 Programming with VBA)
Python (Intermediate)
Javascript, SQL(Novice)

EXPERIENCE

Federal Election Commission   Washington, DC
Acting Financial Management Analyst   *November 2020-Present*

- Create manuals on financial processes of retiring staff and improve these processes by leveraging technical skills
- Build a Python program to automate the creation of worksheets for reconciliation of bank statements and PDF requests with our logs in ECM.

Senior Campaign Finance Analyst   *February 2018-November 2020*

- Build and maintain macroinstructions using VBA for division wide use, improving the efficiency of the review process and mitigating risk due to increasing election activity and stable budget appropriation
- Led a team of three which focused on building and improving the RAD excel toolbar and macroinstructions.
- Reviewed and contributed to VBA macroinstructions written by analysts in another division
- Taught several analysts more effective methods of spreadsheet analysis and built individualized macroinstructions for another analyst's largest committee assignment
- Found solutions to upcoming issues to streamline toolbar compatibility with the laptop upgrades, created a step-by-step guide to implement those solutions, and developed a plan to be in-office to help facilitate the transition
- Acted as an informal informatics resource for several analysts including more senior level staff
- Developed a tracking system for technology issues, solutions, and ongoing projects to facilitate teamwork and remain accountable within the cross-branch notes team
- Analyze financial reports for compliance with campaign finance law and established agency policies while meeting tight deadlines
- Provide excellent customer service, helping committees to file complete and accurate financial reports and when necessary corrective and remediation actions
- Exceeded requirements in all performance areas as determined by management during my annual review

Indiana University Safety Escort   Bloomington, IN
Associate Director, Treasurer   *August 2014-June 2017*

- Implemented shift changes and employee hiring based on modeling I created using application data and budget constraints
- Managed 21 employees including interpersonal conflicts, scheduling and disciplinary actions

EDUCATION

Indiana University   Bloomington, IN
School of Public and Environmental Affairs (Honors)   *May 2017*
Bachelor of Science in Public Affairs
Major: Policy Analysis   Minor: Information Systems
Cumulative GPA: 3.9/4.0   Major GPA: 3.96/4.0
Course Work: ▪Honors Managing Information Technology ▪Technology in Public Affairs ▪Research Methods and Statistical Modeling ▪Data Science in Public Affairs ▪Database Management Systems ▪Statistical Techniques
Honors
▪IU Excellence Scholarship Recipient ▪ Hutton International Experiences Scholarship Recipient ▪ 2016 Founder's Scholar