

CORINNE LUCAS

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4312 Kaywood Drive #6 ♦ 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: ▪Computers in Public Affairs ▪Management Science ▪Database Management Systems ▪Public Budgeting and Finance ▪Statistical Techniques

Honors

▪IU Excellence Scholarship Recipient ▪ Hutton International Experiences Scholarship Recipient ▪ 2016 Founder's Scholar