

**CORINNE LUCAS**  
corinnelucas12@gmail.com  
Mount Rainier, MD 20712

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**SKILLS**

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

**EXPERIENCE**

**Federal Election Commission**

*Acting Financial Management Analyst*

Washington, DC  
*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 more effective methods of spreadsheet analysis and built individualized macroinstructions for large committee assignments.
- 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.
- Analyzed financial reports for compliance with campaign finance law and established agency policies while meeting tight deadlines.
- Provided 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**

*Associate Director, Treasurer*

Bloomington, IN  
*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**

School of Public and Environmental Affairs (Honors)

*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