

CORINNE LUCAS

Financial Management Analyst

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Arlington, VA

A conscientious and diligent FEC team member with a strong technical background known for superior attention to detail, outstanding customer service, effective communication and problem-solving skills, and a passion for learning.

EXPERIENCE

Federal Election Commission

Washington, DC

Financial Management Analyst

November 2020-Present

- Create detailed manuals on diverse financial processes and improve these processes by leveraging technical skills
- Develop and interpret strategies and policies on delivery of services throughout the agency like when facilitating all of the PBC samples for the fiscal year 2021 audit cycle
- Write reusable, efficient Python code to automate portions of analysts' reconciliation processes using open-source packages
- Complete and track weekly, monthly, and quarterly financial statement reconciliations, journal vouchers, fine and payment and webinar sheets, and footnotes
- Improved an overdue small purchase card budget process and assumed duties as A/OPC for the organization
- Act as liaison with our federal shared service provider, resolving issues, providing and approving transmittals for processing
- While prioritizing my work in finance, meeting all deadlines, and exceeding expectations, I research and evaluate new applications of software technologies
- Trained newer financial management analysts on current processes and further developed our procedure documentation

Software Developer

February 2021-Present

- Improved DevOps practices by improving the CI/CD pipeline
- Followed through with an enhancement involving changing the committees datatable default sort to its conclusion, which included making API changes, writing code across the CMS and OpenFEC repos, and building automated testing
- Led and collaborated with the other developers and the content team as sprint facilitator for two separate sprints
- Completed a production deployment and attended many meetings of the team, learning about Agile project management and the software development lifecycle
- Resolved 18 tickets in Github for the website team, including front-end, database, research, and security issues
- Collaborated with UI/UX design, content, and management teams to ensure my code design is user-centered and consistent with both internal and external FEC policies
- Submitted 13 pull requests which included creating or editing javascript, python, SQL, handlebars, and jinja files
- Reviewed three other team members' pull requests, completing thorough testing of applications on my local setup environments to ensure systems quality and functionality

Senior Campaign Finance Analyst

February 2018-November 2020

- Wrote, debugged, and maintained code for division-wide, financial review enterprise software.
- Led a team of three which focused on analyzing and implementing system requirements into application prototypes using Visual Basic and the FEC RESTful API
- Contributed to all stages of the software development lifecycle and managed version control of RAD programs

- Led code review and contributed to code written by analysts in other divisions
- Communicated ideas and concepts clearly and concisely when presenting webinars for FECfile users and multiple instances of branch oral presentations, including a technical skills course I created for employee development
- Identified and resolved routine issues or problems relating to software functionality
- Delivered technical 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
- Taught more effective methods of data analysis one-on-one and built individualized macroinstructions for large committee assignments
- Collaborated closely with managers to ensure new application features increased the thoroughness and efficiency of review and met user needs by practicing user-centered design
- Created user stories from a diverse group of stakeholders to contribute to the Performance Work Statement for a new procurement system
- Led system requirement upgrades, assisting with thorough application of technical requirements and recommending strategies to improve IT procedures
- Analyzed over 7,000 financial reports for compliance with campaign finance law and established agency policies while meeting tight deadlines
- Worked with developers and managers on user acceptance testing for the NextGen team
- Provided excellent customer service to over 380 assigned committees including 8 state party committees, helping committees to file complete and accurate financial reports and when necessary corrective and remediation actions
- Used software development platforms such as GitHub to collaborate with members of the development team for fec.gov

Indiana University Safety Escort

Associate Director, Treasurer

Bloomington, IN

August 2014-June 2017

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

Indiana Nonprofits Project

Research Assistant

Bloomington, IN

June-August 2016

- Developed the nonprofit database through online and phone research

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

Bloomington, IN

May 2017

Sciences Po Campus de Reims

Exchange Program

Business and Economics Certificate

Reims, France

May 2016

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

AWARDS AND RECOGNITION

- RAD informal award: The Above and Beyond Peer Award (Won Spring 2020, Nominated Spring 2019)
- IU Excellence Scholarship (full tuition, merit-based)
- Hutton Honors College Direct Admit
- School of Public and Environmental Affairs Honors
- Hutton International Experiences Scholarship
- 2016 Founder's Scholarship (merit-based, graduating honors)
- 2015 Hoosier Service Leadership Grant

PROFESSIONAL DEVELOPMENT AND TRAINING

- The Ultimate Python Unit Testing Course (Udemy)
- Python 3 (Codecademy)
- Build Python Web Apps with Flask (Codecademy)
- Pass the Technical Interview with Python (Codecademy)
- API Design: RESTful APIs (Skillport)
- Git and Github, Part I and II (Codecademy)
- Learn the Command Line (Codecademy)
- Python Requests: HTTP Requests with Python (Skillport)
- Being an Effective Team Member (Skillport)
- ONLC Training Center Certified Excel 2013/2016 Programming with VBA
- Access 2010 Macros and VBA (Skillport)
- Leadership Skills for Non-Supervisors (The Center for Leadership Development)

SKILLS

Python, HTML (Intermediate)

VBA (Intermediate, ONLC Training Center Certified Excel 2013/2016 Programming with VBA)

Javascript, SQL, Ado, R, CSS (Novice)