


DRISTAN ARTHUR

Budget Analyst

CONTACT

dristan-arthur@email.com 

(123) 456-7890 

Augusta, ME 

[LinkedIn](#) 

EDUCATION

Bachelor of Science
Business Administration
University of Maine
2008 - 2012
Augusta, ME

SKILLS

Microsoft Office Suite
Written/Oral Communication
Attention to Detail
Financial Modeling
Oracle
SAP
Salesforce
Statistical Analysis

WORK EXPERIENCE

Budget Analyst

Federal Student Aid and Office of the U.S. Department of Education
2019 - current / Augusta, ME

- Decreased risk of financial setbacks by 8% by researching budget risks and implementing solutions
- Maintained and developed 20+ detailed financial projection models for large projects and initiatives
- Evaluated historical and projected business trends, capital market trends, and financial impacts
- Prepared 100% of investment-related documents for both internal and external audiences
- Worked with 3 internal teams to conduct monthly budget audits

Financial Analyst

Lincoln Financial Group
2015 - 2019 / Augusta, ME

- Streamlined 30+ processes by automating business reporting
- Reviewed and submitted 50+ pricing requests
- Identified inefficiencies and improved business performance by conducting 10+ supporting analyses
- Trained and advised 6 sales operations managers to enter and maintain marketing commitments
- Reviewed and approved 500+ invoices and claims for marketing program payment processing

Financial Analyst

Public Consulting Group
2012 - 2015 / Augusta, ME

- Served as strategic finance partner with 2 business leaders on global programs by translating business requirements
- Managed 100% of expense variance analysis, planning, and forecasting on equity and insurance
- Developed and delivered 30+ management reports to communicate key trends and opportunities
- Defined and refined 23 driver-based forecasts by developing a deep understanding of global compensation
- Developed 40+ internal financial materials for senior leadership