

# Jilliann Lyga

Budget Analyst

## Profile

I am a budget analyst with over three years of experience working in the financial sector. I have a proven track record of being able to manage budgets and forecast future costs accurately. I am also experienced in preparing reports and presentations for senior management team members. My skills include excellent communication, time management, and problem-solving abilities.

## Employment History

### Budget Analyst at Louisiana Office of Planning and Budget, LA

May 2022 - Present

- Negotiated with vendors to reduce costs by \$5,000 per month.
- Cut departmental spending by 10% without reducing services.
- Implemented a new budgeting system that saved the company \$100,000 annually.
- Trained 20 employees in using the new budgeting system.
- Reviewed and approved 100 invoices per week.

### Budget Analyst II at Division of Administration, LA

Aug 2019 - Mar 2022

- Led the development of a \$100 million budget for the upcoming fiscal year.
- Coordinated with various department heads to ensure all budgetary needs were met.
- Monitored spending throughout the year and made necessary adjustments to stay within budget.
- Prepared monthly reports detailing where funds had been allocated and what remained in the budget.
- Developed long-term financial plans for future projects.

## Education

### Bachelor of Science in Accounting at Louisiana State University

Aug 2015 - May 2019

I have learned to communicate effectively, work well in a team, be organized and analytical, and have excellent problem solving skills.

## Certificates

### Certified Government Financial Manager (CGFM)

Jan 2021

### Certified Public Finance Officer (CPFO)

Feb 2019

## Memberships

American Institute of Certified Public Accountants

National Association of State Budget Officers

## Details

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## Links

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## Skills

Financial analysis

Budget preparation

Cost benefit analysis

Financial modeling

Risk assessment

Data mining

Excel

## Languages

English

Dutch

## Hobbies

Reading

Writing

Cooking