



## Jess Gusikowski

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### EXPERIENCE

07/2016 – present

#### BUDGET ANALYST

**Boston, MA**

- Provides budget management assistance to various departments; collaborates with faculty and staff budget managers in developing their budget requests
- Provides support for the Business & Enterprise Development Manager in the development of the annual budget and supporting AMHS Business Plan
- Provides reports, interprets and develops budgetary policies, practices, and procedures to maintain and improve financial management operations
- Works with management team to analyze and execute Planning Target Allocations (PTA) and Annual Work Plan (AWP) allocations and program directives
- Work with senior DMH staff to create and update summary level management reports providing analysis of trends and changes
- DEVELOP SELF AND OTHERS: Develop self and support others' development to achieve full potential
- Performs a wide range of ad-hoc analytical work to support senior management decision-making

11/2009 – 05/2016

#### BUDGET ANALYST

**Houston, TX**

- Provides technical assistance regarding the establishment, monitoring and tracking of Interdepartmental Service Agreement (ISA) with other State Agencies
- Develops and executes plans to accomplish development, regular updating, and monitoring of the Plant budget and cost forecasts
- Work with Business Manager with the development and updating of the Plant Business Plan
- Assist in the development of internal procedures for the processing and management of planning and budgetary data
- Identify potential areas for management intervention to address opportunities for improved cost management
- Work with Business Manager to track and manage the Plant Asset Inventory Log
- Work with program and project managers to develop the directorate's budget

### EDUCATION

#### EAST CAROLINA UNIVERSITY

**Bachelor's Degree in Finance**

### SKILLS

- Ability to analyze problems and recommendations and pay strong attention to detail
- Demonstrated attention to detail, strong analytical skills and good business judgment
- Knowledge of JHU SAP policy and procedure highly desirable
- Strong working knowledge of Excel, including pivot tables, formulas and multi-file linking
- Excellent and accurate data entry skills; strong attention to detail
- Ability to speak well; have good communication and interpersonal skills; ability to interface with both internal and external customers
- Possess strong analytical skills and excellent verbal and written communication skills
- Excellent interpersonal and organizational skills as well as attention to detail
- Ability to provide excellent customer service to individuals at all levels of an organization
- Strong communication skills (spoken and written) and good interpersonal skills