



Philip Ward

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EXPERIENCE	BUDGET ASSISTANT ACTIVE SECRET REQUIRED	Los Angeles, CA
11/2015 – present	<ul style="list-style-type: none">• Assists with providing training on budget related matters such as how to run reports and budget procedures• Provides support with respect to the review, analyses and preparation of the Strategic Framework and its revisions• Assists with making revisions and updates to the Budget Managers Guide• Assists with budget related projects and adheres to deadlines• 10 - Co-ordinates with other finance and budget staff on related issues during preparation of budget reports• Verify accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued• 15 - Review data on monthly staffing complement	
12/2009 – 08/2015	BUDGET ASSISTANT TO THE GOVERNOR	Philadelphia, PA
	<ul style="list-style-type: none">• Reviewing and analyzing budget and other fiscal-related requests submitted by state agencies• Supporting development of performance measures and monitoring progress toward goals established to support the Governor's priorities• Monitoring program performance and spending patterns• Participating in task forces and committees on assigned topic areas• Developing and presenting recommendations to OFM management and the Governor concerning the costs and effects of budget-related fiscal and policy proposals, proposed legislation and management initiatives• Make presentations, attend meetings, and respond to inquiries on education-related fiscal issues from various sources, including the Governor and senior staff, legislators, stakeholders, the public and the media• Making legislative presentations, attending meetings, and responding to inquiries on budget and fiscal issues from various sources, including the Governor, senior staff, legislators, legislative staff, state agency staff, the public and the media	
03/2005 – 10/2009	BUDGET ASSISTANT	Los Angeles, CA
	<ul style="list-style-type: none">• Assist with or maintains filing system to include all Worldwide campus locations and each HQ department• Assists Budget Department with implementing new procedures and ensures processes are effective and well communicated to Worldwide staff• 9 - Verifies accuracy of input data, ensuring consistency of data in previous allotments to new allotments issued• Engages in professional development activities• Assists Worldwide staff in correcting any errors identified through reporting• Assists in the preparation and maintenance of the annual budget. This includes reviewing the budget submissions for completeness/accuracy and entering the budget into Oracle• Enters budget transfers and adjustments into the Oracle financial system	
EDUCATION	TULANE UNIVERSITY	Bachelor's Degree in Finance
SKILLS	<ul style="list-style-type: none">• Strong attention to detail• Microsoft Excel proficient• Previous Accounting and/or Accounts Payable experience• Highly organized• Solid analytical and research skills• Able to multitask efficiently and effectively• Excellent communication skills (written and verbal)• Great interpersonal skills• Budgeting background	

- 1+ year of related work experience