
Experience

Budget Management Specialist

September 2011 - Present City of Columbus Columbus, OH

- Review annual departmental operating and capital budget submissions with a focus on fiscal health and sustainability.
- Prepare recommendations for departmental reorganizations or initiatives to improve organizational efficiency.
- Ensure departmental compliance with Mayoral initiatives, executive orders, and Columbus City Code.
- Serve as the departmental point person for the implementation of Dynamics, the city's new financial management system.
- Prepare reports of operational performance and status of expenditure and revenue positions for assigned departments.
- Provide recommendations to administration regarding funding and staffing levels.

Budget/Management Education Analyst

May 2010 – September 2011 Office of Budget and Management Columbus, OH

- Provided objective analysis of fiscal status, priorities, and proposed initiatives for a portfolio of agencies.
- Interpreted and implemented sections of Ohio Revised Code and Ohio Administrative Code and made recommendations for amendments where necessary.
- Monitored fiscal activities for agencies to ensure compliance with OBM directives.
- Assisted in coordinating statewide reporting for activities related to federal stimulus (ARRA) funds.
- Analyzed school district applications and managed OBM's advice and consent role for the state credit enhancement program.

Project Manager

February 2009 – May 2010 ESC of Central Ohio Columbus, OH

- Created, executed, and analyzed internal projects on behalf of the organization.
- Assembled project budgets and analyzed expenditures against baselines.
- Led project team and supervised team members during the execution phase of a project.
- Performed requirements gathering, business process analysis, communications and risk management, and project plan formulation in alignment with PMBOK standards.
- Managed project resources and gauged project progress against established baselines.

Graduate Associate

2006 - 2008 John Glenn School of Public Affairs Columbus, OH

- Re-engineered John Glenn School communications through the creation, implementation, training, and management of a school-wide Access database.
- Managed the production, content creation, layout, and publication of the quarterly John Glenn School magazine.
- Assisted in the coordination of Management and Development programs and Ohio City/County Management Association, including member services and conference planning.

Education

The Ohio State University Columbus, OH

- MPA, Master of Public Administration, '08

Washington University St. Louis, MO

- BA, International Studies and Psychology, '03