
PAULA PUBLIC

140 Beehive Dr., San Antonio, TX 78209 paulapublic2013@yahoo.com (210) 930-7777

OBJECTIVE (Optional)

To obtain a position as a **Budget Analyst** with the City of San Antonio

SKILLS (or you can use a SUMMARY OF QUALIFICATIONS with up to 5 bulleted phrases)

- **Computer skills:** Microsoft Word, Excel, Access, PowerPoint, Outlook
 - **Managerial skills:** Extensive public sector budget preparation and analysis experience, excellent analytic, communication and organization skills
 - **Other skills:** Problem solving, dispute resolution, project management, legal research, public speaking, multi-tasking, prioritization; work with little or no supervision as well as in teams
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EDUCATION

Master of Public Administration

The University of Texas at San Antonio, San Antonio, TX

Expected: December 2016

3.87 GPA

Bachelor of Public Administration

The University of Texas at San Antonio, San Antonio, TX

May 2013

RELATED COURSEWORK (Optional)

- Law and Policy: Studied the inter-relationship of law, courts, and public policy focusing on the legal tools of policy makers and courts as venues for policy formulation.
 - Administrative Law: Studied the procedural requirements in which administrative agencies must adhere including rule-making administrative hearings.
 - Public Policy Analysis: Examined, compared, and chose policy alternatives in a mock welfare-to-work project
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EXPERIENCE

Budget, Planning and Management Analyst- Intern

Planning & Resource Management Department, Bexar County

December 2015 – April 2016

- Analyzed department budget submissions and developed proposed funding recommendations
- Communicated with offices and departments regarding expenditures, budgetary adjustments and annual budget submissions
- Performed quarterly revenue and expenditure estimates utilizing County financial management system
- Facilitated management of several operating funds to ensure adherence to County financial policies and helped to identify expenditure discrepancies
- Prepared fiscal analysis for Commissioners Court and analyzed contracts for current and future cost impacts
- Completed Pro Forma analyses of potential County facility construction ensuring accuracy and completeness of data

Court Clerk

Justice of the Peace, Precinct 4

August 2010 – December 2013

- Prepared Court's annual budget submissions in consultation with elected official, including development of performance measures
 - Monitored office expenditures and assisted manager with budgetary adjustments to ensure fiscal goals were met
 - Processed legal filings, judicial instruments and court dockets in a timely fashion
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AWARDS AND HONORS

Deans List, Fall 2013

President's List, Spring 2015