**Bernard D. Hale**

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**Career Objective:**

To work as a budget administrator with "Jeffco Brands," and contribute my accounting and finance knowledge in planning, creating, and implementing budget for the company.

**Summary of Skills:**

* Experience of budget planning, preparation, and monitoring methods and techniques
* Up-to-date knowledge of local, state, and federal laws and regulations
* Expert in following budget administration policies and principles
* Skilled in developing and implementing budget administration policies and procedures
* Ability to assess and forecast revenue and expenditure
* Proficiency in computer, and written and verbal communication skills

**Work Experience:**

Budget Administrator

Palm Corporation, Locust Grove, OK

April 2014 - Present

* Planning, directing, and overseeing budget administration
* Organizing, prioritizing, and assigning work and monitoring progress
* Supervising, guiding, and evaluating performance of staff
* Planning and preparation long-term and short-term financial goals
* Creating revenue and expenditure forecast and monitoring status
* Conducting meetings and discussing requests put forward by department heads

Budget Administrator

Alex Solutions, Locust Grove, OK

February 2012 - March 2014

* Planned and directed development of production, logistics, and purchase departments
* Created incentive schemes to encourage sales team and improved sales
* Guided and monitored activities of human resources and accounts departments
* Reviewed salary and compensation and benefits programs for staff
* Provided strategic planning for all on-going and forthcoming projects
* Communicated regularly with project heads and solved their problems

**Education:**

* Bachelor's Degree in Finance
Money University, Locust Grove, OK
2011

**Reference:**

On request.