

SANDRA K. RED WING

Mount Juliet, TN 37122 · 605-520-8166

rothredwing@gmail.com · www.linkedin.com/in/sandra-red-wing

Detail-oriented Budget Analyst successful at conducting comprehensive analysis of diverse data to find solutions to complex business problems and working cross functionally with other stakeholders to drive actionable transformation. Knowledgeable about accounting functions, fiscal requirements, and collaboration agreements.

EXPERIENCE

FEBRUARY 2022 TO PRESENT

BUDGET ANALYST

U.S. GEOLOGICAL SURVEY (USGS) - NASHVILLE, TN

- Manages 30 main accounts plus receiver accounts per year between Mississippi, Alabama, Virginia, and Tennessee offices consisting of monthly, quarterly, and annual year-end processes.
- Creates SIFTA agreement documents, FBMS sales orders, BASIS+ WBS receivers, opening accounts and holding budget reviews.
- Prepares and processes acquisitions for Student Services and Cherokee Nation contracts.
- Provides budget management assistance to Field Operations Chiefs (FOCs).
- Creates reports, interprets, and implements budgetary policies, practices, and procedures to maintain and improve financial management operations.
- Provides budget and billing assistance regarding the establishment, monitoring, and maintaining of USGS Joint Funding Agreements with local governments, counties, state agencies, and other cooperators.

JANUARY 2021 TO FEBRUARY 2022

STUDENT INTERN (BUDGET)

U.S. GEOLOGICAL SURVEY (USGS) - NASHVILLE, TN

- Performed Budget Analyst Intern role, which includes creating SIFTA agreement documents, FBMS sales orders, BASIS+ WBS receivers, opening accounts and holding budget reviews.
- Managed 20 main accounts plus receiver accounts per year between Mississippi and Tennessee offices consisting of monthly, quarterly, and annual year-end processes.

NOVEMBER 2019 TO JANUARY 2021

STUDENT INTERN (OPERATIONS ADMIN)

U.S. GEOLOGICAL SURVEY (USGS) - NASHVILLE, TN

- Responsibilities included paying invoices, ordering office supplies, clerical tasks, maintaining files, reallocating charge cards, and processing travel vouchers.
- Performed tasks and utilized reports for monthly, quarterly, and annual year-end processes.

APRIL 2019 TO NOVEMBER 2019

STUDENT INTERN (SUPPLY)

WESTERN AREA POWER ADMINISTRATION - BISMARCK, ND

- Managed inventory, clerical tasks, correspondence letters, and used various applications such as Word, Excel, and Adobe Acrobat Pro to complete clerical tasks.
- Assisted Linemen with finding inventory for projects 10-20 times per day.

MAY 2018 TO APRIL 2019

STUDENT INTERN (ADMINISTRATIVE AND OFFICE SUPPORT)

US ARMY CORPS OF ENGINEERS (USACE) DISTRICT - BISMARCK, ND

- Managed reports, mail, filing, supply, and clerical support to Project/Regulatory Staff.
- Clerical support includes ensuring complete filing system (admin/permit files) of sufficient records to document activities performed.
- Assisted Project/Regulatory Staff on 5-10 projects per month.

AUGUST 2017 TO APRIL 2019

TELLER

CAPITAL CREDIT UNION - BISMARCK, ND

- Managed financial transactions, balanced drawer, vault, and coin daily. Complied with policies and procedures required.
- Executed over 100 customer transactions per day.

EDUCATION

JANUARY 2022 TO PRESENT

MASTER OF BUSINESS ADMINISTRATION, PURDUE UNIVERSITY GLOBAL

MAY 2019 TO DECEMBER 2021

**BACHELOR'S DEGREES IN BUSINESS ADMINISTRATION AND ACCOUNTING,
DICKINSON STATE UNIVERSITY**

JANUARY 2017 TO MAY 2019

**ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION, BISMARCK STATE
COLLEGE**

SKILLS

- Excellent oral and written communication
- Organizational/Planning
- Analytical/Data analysis
- Microsoft Excel
- Adobe Acrobat Pro
- Budget Management
- FBMS (Financial and Budget Management System) – SAP system
- BASIS+ (Budget and Science Information System Plus)
- SIFTA (Site Funding Tracking Application)

ACHIEVEMENTS

- 2021 USGS Group Budget Star Award
- 2020 USGS Individual Performance Award
- 2020 USGS Group Outstanding Service Star Award
- 2020 USGS Group Dedication Star Award
- Bismarck State College President's Honor Roll - Spring 2018, Fall 2018, & Spring 2019