

Hortence Douangmala

Budget Officer

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☎ (689) 245-4600

📍 123 Oak Street, Charleston, SC 29401

EDUCATION

Bachelor of Science in Finance or Accounting at University of South Carolina, Columbia, SC

Aug 2013 - May 2018

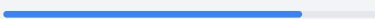
Relevant Coursework: Financial Accounting, Managerial Accounting, Corporate Finance, Investment Analysis, Financial Statement Analysis, Cost Accounting, Auditing, Taxation, Financial Risk Management, and Economics.

LINKS

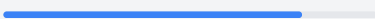
[linkedin.com/in/hortencedouangmala](https://www.linkedin.com/in/hortencedouangmala)

SKILLS

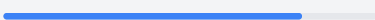
Forecasting



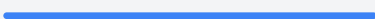
Analysis



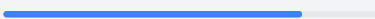
Prioritization



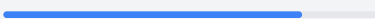
Negotiation



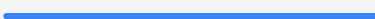
Excel proficiency



Communication

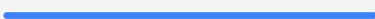


Adaptability

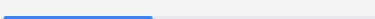


LANGUAGES

English



Hindi



HOBBIES

PROFILE

Dedicated Budget Officer with 5 years of experience in financial planning, budget management, and cost control, adept at streamlining financial processes and optimizing resources. Proven track record of analyzing financial data, preparing budget forecasts, and ensuring compliance with financial policies. Skilled communicator with strong analytical, decision-making, and problem-solving abilities. Committed to driving organizational success through efficient budgeting strategies and financial accountability.

EMPLOYMENT HISTORY

● Budget Officer at South Carolina Department of Administration, SC

Feb 2023 - Present

- Successfully managed a \$5 billion annual budget for the South Carolina Department of Administration, ensuring efficient allocation of resources and proper funding for critical state programs and services.
- Developed and implemented a comprehensive cost-saving strategy that resulted in a 10% reduction in departmental expenses, saving the state over \$500 million without compromising the quality of services provided to residents.
- Led a team of financial analysts in conducting thorough reviews and audits of departmental budgets, identifying and addressing discrepancies, and streamlining processes, ultimately improving overall fiscal management and accountability.

● Assistant Budget Officer at Charleston County Government, SC

Aug 2018 - Jan 2023

- Reduced departmental expenses by 15% (\$1.2 million) through a comprehensive budget analysis and implementation of cost-saving measures, leading to increased efficiency within Charleston County Government.
- Streamlined the budgeting process by introducing an automated system that reduced manual data entry errors by 90% and shortened the time required for budget preparation by 30%.
- Successfully managed a \$50 million budget for Charleston County Government, ensuring accurate allocation of funds to various departments and maintaining financial stability throughout the fiscal year.
- Identified and secured \$500,000 in additional grant funding for county projects, enabling the completion of vital infrastructure improvements and community programs.

CERTIFICATES

Certified Government Financial Manager (CGFM)

Jan 2022

Certified Public Finance Officer (CPFO)

Mar 2020