**William “Neal” Smith**  
**Day Phone: 406-696-6386 (Cell)**  
**Email:**[selfevident1787@gmail.com](mailto:selfevident1787@gmail.com)

**Work Experience:**

**Department of Interior, Bureau of Reclamation, Great Plains Regional Office**

**07/2006 – Retired 06/2019**

**Budget Analyst** **Duties, Accomplishments and Related Skills:**

1.  Analyzes and evaluates continual changes in program plans and funding and their effect on financial and budget program milestones.

2.  Identifies and analyzes trends in the receipt, obligation, or expenditure of funds to ensure that objectives of the annual financial plan are being met on a timely basis, and that funds are available and being properly and effectively used to support program objectives.

**3.  Thirteen years’ experience in the three-year Federal budget cycle including several years as the budget lead in preparing the final product intended for senior Department management, Office of Management and Budget, and Congress, successfully demonstrating a high degree of Budget Administration Management and Financial Analysis.**

4.  From 2017 through 2019 hand-picked to manage the Bureau of Reclamation, Great Plains Region transition from MasterCard to Visa Charge Card for over 1000 users regionwide.  This was in addition to many of his budget analyst and other collateral duties.

5.  Demonstrated satisfactorily the ability to lead, manage, and supervise a staff of budget professionals and technicians. Satisfactorily prioritizes and accomplishes multiple assignments in pressure situations where deadlines must be met.

6.  Demonstrated satisfactorily knowledge of the Federal budget process, OMB, Departmental, and Bureau guidelines, applicable laws, regulations, policies, and other factors that define and govern the operations of federal agencies in the formulation, presentation, and execution of the Federal budget.

7.  Satisfactory experience in defining, and conducting analyses of existing and new laws, regulations, directives, policies, priorities, and changing political environments, and then using the results of the analysis to develop and implement new or modified local policies and business practices.

8.  Satisfactory experience with effective, collaborative communications, both orally and in writing, about complex technical, controversial, or sensitive issues to a broad range of audiences.

9.  Performed formulation, justification, presentation, and/or execution that facilitates the conduct of the more complex and detailed review and analysis functions conducted by the supervisor or higher-graded co-workers.

10.  Monitored and analyzed appropriated funds allocated to the region through the annual appropriations bill.

11.  Provided oversight and analysis on a wide variety of analytical, administrative, budgetary, and program functions that relate to the formulation, justification, presentation, execution, and review of program budgets through federal appropriations stages.

12.  Directed and advised in the process of development, preparation, consolidation, and coordination of budget documents required at each stage of the federal appropriations cycle from area office/regional office management to Congress.

13.  Monitored programs/projects, prepared recurring and non-recurring special studies, and budget/cost forecasts of fund utilization covering appropriations.

14.  Checked computations on authorized appropriation ceilings related to construction projects and fund transfer limitations.

**Department of Labor - State of Montana - Job Service**

Employment Specialist   July 2003 – June 2006

**First Interstate Bank, Montana**

Operations Clerk/University Student   June 1995 – June 2003

**United States Navy (Retired May 31, 1995)**

Senior Chief Petty Officer   May 1975 – May 1995

**United States Navy – Naval Computer and Telecommunications Station Cutler, Maine**

Recreation Center Director, Quality Assurance Inspector, and Base Realignment and Closure Officer (BRAC-95)   1992 – 1995

**United States Navy – USS Yellowstone (AD-41) – Norfolk, Virginia**

Division Senior Chief – Deployed 1st Gulf War   1991 – 1992

**United States Navy – U.S. Navy Exchange Detachment – Antigua, West Indies**

Officer-In-Charge for the Navy Exchange/Commissary Complex and Command Senior Chief for U.S. Naval Support Facility, Antigua, West Indies   1990 – 1991

**United States Navy – U.S. Navy Recruiting District – Seattle, Washington**

Montana State Supervisor for Navy Recruiting   1988 – 1990

**United States Navy – U.S. Navy Recruiting Area Three – Macon, Georgia**

Navy Recruiter Trainer for 850 Officer and Enlisted Recruiters located in eight Recruiting Districts throughout the Southeastern United States   1985 – 1988

**Education:** **Montana State University – Billings, MT**  
Bachelor's Degree 05/2003  
**GPA:**3.88 of a maximum 4.00  
**Credits Earned:**120 Semester hours  
**Major:**Business Administration (Information Systems)**Honors:**Magna Cum Laude

**Additional Training:** **Senior Enlisted Academy, Newport, Rhode Island**   1988

The Senior Enlisted Academy selects the top 10% of the Senior and Master Chiefs in the Navy.  It is a demanding nine-week educational endeavor that provides the knowledge needed to better perform in positions leadership and management.  Courses completed include: 137 hours in Leadership and Management, 40 hours in National Security Affairs, 82 hours in Navy Programs, 42 hours in Communication Skills, 38 hours in Physical Fitness.

**Medal and Awards:**

Navy Commendation Medal (2 Awards)

Navy Achievement Medal (3 Awards)

Navy Expeditionary Medal (2 Awards)

Southwest Asia Service Medal (2 Awards)

National Defense Service Medal

Sea Service Deployment Ribbon (4 Awards)

Navy “E” Ribbon

Navy and Marine Corps Overseas Service Ribbon

Meritorious Unit Commendation (3 Awards)

Good Conduct Award (4 Awards)

**Veteran Status:** Disabled Veteran - No special accommodations required