

SABRINA C. JAVIER

WORK EXPERIENCE

Fiscal Analyst

Alaska State Legislature
Legislative Finance Division

Juneau, Alaska
February 2020 – current

Provide objective and comprehensive analysis of programs and evaluate agency budget requests and legislative proposals while supporting the finance committees during development of the state budget. Monitor legislation with significant fiscal impact on assigned agencies. Provide the Legislative Budget and Audit Committee with detailed analysis of revised program requests and offer objective recommendation when appropriate. Serve as the division's fiscal note coordinator and budget history analyst.

Budget Analyst III

State of Alaska, Department of Education and Early Development
Division of Finance and Support Services

Juneau, Alaska
February 2019 – February 2020

Served as the department's budget manager overseeing and developing operating and capital budgets of over \$1 billion in multiple fund sources. Managed the coordination and review of department budget requests. Performed budget projections for the department's allocations. Worked closely with the department's executive team to implement budget appropriations and analyzing fiscal impacts to present to the legislature.

Budget Analyst I/II

State of Alaska, Department of Commerce Community,
and Economic Development
Division of Administrative Services

Juneau, Alaska
November 2015 – February 2019

Assisted with overseeing the development and implementation of the department's operating and capital budgets. Assisted the budget manager with budget development, review, and analysis; processing and monitoring budget documents and transactions; and assisting department staff with budget requests.

Human Resource Consultant I

State of Alaska, Department of Administration
Division of Personnel & Labor Relations

Juneau, Alaska
February 2014 – November 2015

Provided professional review, analysis, and allocation of State of Alaska executive branch and partially exempt position descriptions consistent with statewide policy, procedure, and class specifications. Consulted with various State agencies on organizational development and reorganization of workflow. Conducted position audits and prepared reports for upper management.

Admissions Representative
University of Alaska Southeast
Admissions Office

Juneau, Alaska
May 2013 – February 2014

Served as one of two recruiters for the university. Presented on UAS programs to various audiences and worked one-on-one with prospective students to meet their educational goals and needs.

College Intern III / Legislative Liaison Assistant
State of Alaska, Department of Health & Social Services
Commissioners Office

Juneau, Alaska
January 2013 – April 2013

Served as an assistant to the department's Legislative Liaison in directing communication between the Alaska State Legislature and department heads. Worked on legislative-related projects on behalf of the department.

Accountant
Juneau Empire
Accounting Office

Juneau, Alaska
February 2009 – October 2010
June 2011 – September 2011

Oversaw the accounts receivable section. Processed payments; prepared daily deposits; performed monthly reconciliation of accounts; and prepared financial reports for the Controller.

EDUCATION

Texas A&M University– Corpus Christi
Master of Business Administration
Finance Concentration

Online
Expected Graduation Date: May 2024

University of Alaska Southeast
Bachelor of Arts, Social Science
Anthropology, Sociology & Psychology

Juneau, Alaska
August 2013

Juneau-Douglas High School
High School Diploma

Juneau, Alaska
June 2005