

STAFF CONSULTANT

Summary

Experienced professional with project management skills and experience in marketing, supply, and financial performance reporting. Experience also includes analyzing data/problems and communicating findings or solutions. Oil and gas and consulting industry experience. Praised by management for always keeping a positive attitude and meeting deadlines. Originally from Oklahoma, and looking to move back if offered the position being discussed.

Skills

- Project Management
- Financial Planning, Reporting, and Performance
- Client Relations
- HR/Payroll Systems
- Business Analysis and Research Microsoft PowerPoint, Word, and Excel

Experience

Staff Consultant 09/2016 to 09/2017 Company Name City , State

- Provided project management expertise to clients during engagements, as well as project and financial reporting.
- Analyzed project performance and communicated updates to key players.
- Performed extensive research to best fit client needs.
- Provided project management support for the implementation of a new shared services center for a logistics client; resulting in the client's employees were able to more efficiently access and complete HR requests.
- Assisted in the development of a multiple location labor market study for an oil and gas industry client.
- Provided the client with pros and cons of opening new business in various locations, which allowed the client to make the best location decision.
- Supported a payroll implementation for a distribution client operating in the U.S.
- and Canada, resulting in easier payroll processing for the client.
- Supported the development of HR processes, policies, templates, and a high-level process map for a foreign oil and gas client.
- Provided client with a U.S.
- based HR employee handbook.

Financial Analyst Intern 05/2015 to 08/2015 Company Name City , State

- Analyzed financial spreadsheets and communicated findings to upper management.
- Generated oil well tax spreadsheets and analyzed for refund opportunities.
- Focused on sales and severance tax fields.
- Worked on refund projects for clients.
- Provided clients refunds discovered during the review process.
- Gathered information while performing field work at the client site.
- Inserted this information in to the spreadsheets to be used in the review process.
- Developed and reviewed summary spreadsheets containing well locations and payments.
- Spreadsheets were used to track company well location performance and client payments.
- This analysis allowed decision makers to better manage well location performance and payments.
- Brady E.
- Biggs | 918.344.3202 | Bradybiggs918@gmail.com | Page 2 www.linkedin.com/in/brady-biggs-32999993.

VP Philanthropy 01/2015 to 05/2015 Company Name City , State

- Manufactured a product, confirmed the supply was consistently accurate, marketed and sold the product, and donated the earnings to a local charity.
- Applied academic preparation with real world business experiences.
- Secured a business loan, developed and sold a product, generated revenue, and repaid the loan.
- Identified potential philanthropies to donate the company's time and profits.
- Volunteered time and profits to selected philanthropies.

Volunteer Leader 08/2014 to 08/2015 Company Name City , State

- Developed key leadership skills and qualities through mentoring middle school aged children.
- Donated 150+ hours of service, striving to improve confidence and leadership.
- Taught daily to groups of children by applying games, music, and everyday life to help drive the lessons.

Education and Training

Bachelor of Business and Administrative Management (BBA) The University of Oklahoma City , State

Activities and Honors

American Management Association *Independent Petroleum Association of America *International Federation of Accountants *National Association of Sales Professionals

Skills

academic, Business Analysis and Research, com, client, clients, Client Relations, financial, Financial Planning, financial reporting, HR, leadership, leadership skills, logistics, market, mentoring, access, Excel, Microsoft PowerPoint, Word, oil, Payroll, payroll processing, policies, processes, Project Management, Reporting, research, sales, Spreadsheets, tax
Additional Information

- HONORS/ACTIVITIES *Charles C. Faranna Scholarship *Nik Hanig Memorial Scholarship *Bixby Rotary Club Scholarship *Broken Arrow Rotary Club Scholarship *Delta Upsilon Social Fraternity *Campus Activities Council Volunteer (Relay for Life, Soonerton, Big Event, Second Chance)