

BUDGET ANALYST/RESEARCH ADMINISTRATOR

Core Qualifications

ADDITIONAL SKILLS Proficient in Microsoft Office 2010 and 2013 including Excel, PowerPoint, Word, Access, Outlook, SharePoint 2010 and 2013 Business Intelligence Systems Knowledge of Federal Acquisition Regulations (FAR) and Cost Accounting Standards (CAS)

Outstanding verbal and written communication skills Highly analytical, critical thinking and problem solving skills, goal oriented Ability to work in teams, flexible work hours, ability to travel

Accomplishments

- Toyota Research Institute of North America - Employee of the Year
- Tarrant County College - Dean's List for 3 semesters
- Outstanding verbal and written communication skills
- DynCorp International - two SPOT awards for project performance

Experience

January 2009 to Current Company Name â—| Proficient in development of cost schedules and estimates â—| Responsible for schedule management and baseline changes â—| Develop Basis of Estimates (BOE) for all cost types on new work â—| Accountable for analyzing historical data and applying analytic techniques to forecast overall resources required â—| Create FAR Compliant Project Estimates for Change Orders for LOGCAP IV in Afghanistan, Kuwait and Udairi Task Orders â—| Analyze incurred cost data for revised estimates for USG negotiations â—| Participate in negotiations with USG â—| Evaluate, prepare and provide responses on RFIs for proposals and estimates â—| Ability to prepare estimate documentation packages for USG audit/negotiations â—| Real-time analysis and process improvement of internal document control processes â—| Implemented and maintained reports for senior leadership â—| Streamlined creation, modification and publication of administrative policies â—| Ensure departmental estimate records are complete and FAR compliant â—| Provide technical guidance to ensure a transfer of knowledge â—| Streamlined older processes and procedures to reduce full time equivalence (FTEs) v.13 System Administrator (Oracle Database) â—| Customization of database to fulfill project requirements â—| Ad hoc reporting using Infomaker 10.5 for various departments â—| Develop, implemented and maintained PCM user groups and security rights â—| Developed and implemented training process for new hires and database migration tailored to individual end user groups â—| Developed report designed to analyze and monitor day to day contractual directions from customer â—| Validated manufacturer specifications on equipment and materials â—| Utilized FedLog and WebFLIS for parts research â—| Performed pricing and cost savings analysis for each part record â—| Database and records management â—| Developed and implemented training plan for new employees

Budget Analyst/Research Administrator

January 2007 to January 2009 Company Name â—| Active in project contract negotiation as well as management â—| Managed a \$20M annual research budget â—| Analyzed required labor, material and equipment resources â—| Ability to prepare estimates for multiple research projects â—| Developed and maintained annual, capital & strategic long term budgets supporting 3 departments and 12 research teams â—| Developed SOPs for internal project tracking processes â—| Tracked status of 200+ research projects from proposal to completion â—| Streamlined monthly, quarterly and annual progress reports and milestones to Toyota Motor Company through database and secure blackboard system â—| Created database to produce monthly, quarterly and annual progress and budget reports and transmit directly to TMC through secure blackboard system â—| Developed databases for tool room inventory control and digital reference library

Consultant

January 2005 to January 2007 Marketing & Finance â—| Contracted to develop curricula for an education provider for participating primary and secondary schools nationwide. â—| Developed a client tracking database for local architectural firm. â—| Created and maintained financial software and client records for PM-Group, a financial services provider. â—| Created marketing collateral for small businesses and independent consultants â—| Developed marketing and advertising campaign for graphics company. â—| Provided marketing consultation for a clinical trials research organization.

Public Relations and Marketing Manager

January 2002 to January 2005 Company Name â—| Compiled sales reports on a monthly, quarterly and annual basis â—| Designed marketing and sales business systems which resulted in a sales increase of 125% â—| Designed and administered sales and inventory database for product and sales analysis â—| Project lead for development of virtual training center for transportation safety â—| Created advertising collateral for publication

Education

MBA : 2006 University of Phoenix MBA, University of Phoenix, 2006 - 3.2 GPA

BS : Business Management University of Phoenix BS, Business Management, University of Phoenix - 3.6 GPA

Certifications

PMP CAS

Skills

Database, Basis, Inventory, Advertising, Marketing, Training, Document Control, Accountable For, Audit, Change Orders, Documentation, Pmo, Process Improvement, Proposals, Real-time, And Marketing, And Sales, Increase, Product Sales, Public Relations, Sales, Sales Analysis, Sales And, Sales Increase, Sales Reports, Transportation Safety, Virtual Learning, Virtual Training, Budget, Budgets, Contract Negotiation, Databases, Inventory Control, Progress, Sops, Tool Room, Clinical Trials, Finance, Financial Services, Marketing Collateral, Infomaker, New Hires, Oracle, Pcm, Security, Cost Savings Analysis, Pricing, Records Management, Access, Accounting, Audits, Business Intelligence, Cost Accounting, Evms, Excel, Federal Acquisition, Federal Acquisition Regulations, Government Contract, Microsoft Access, Microsoft Office, Microsoft Office 2010, Microsoft Sharepoint, Ms Access, Ms Office, Office 2010, Outlook, Pmp, Powerpoint, Problem Solving, Scheduling, Share Point, Sharepoint, Six Sigma, Six-sigma, Word, Mba, Business Management