

BRUCE T. MELLON, MBA, CTP

5555 Chester Circle • Los Angeles, CA 00000
BruceTMellon@email.com • 555-555-5555 (C)

SENIOR FINANCE EXECUTIVE

Treasury & Finance Management ♦ Investment Management ♦ Strategic Decision Making

Municipal Finance Officers Association (MFOA) Distinguished Budget Award Winner for 5 Consecutive Years
California Department of Finance and Administration 2005-2006 Budget Award Winner
Laser Solutions Employee Star Award Winner for BPR Leading to 60% Cycle Time Reduction

Highly acclaimed, multilingual Senior Executive with a record of excellence in all areas of **Finance and Treasury Management** supported by strength in **sales, marketing, public relations / communications, and business administration. Visionary change agent** who builds and leads motivated teams to drive organizational success within diverse industries and sectors, across domestic, international, and emerging markets, and in the face of challenging economic conditions. Fluent in English, well-versed in Spanish and French. **Online background verification report available for review. Areas of expertise include:**

- | | | |
|----------------------|---|----------------------------------|
| • Strategic Planning | • Budget Planning & Forecasting | • Financial Analysis & Reporting |
| • Cash Management | • Performance Management & Measurement | • Team Building & Motivation |
| • Special Projects | • Generally Accepted Accounting Principles (GAAP) | • Revenue Cycle Management |
| • Entrepreneurship | • Policy & Procedure Development | • Cost Control & Reduction |
| • Public Relations | • Business Process Improvement / Reengineering | • Variance & Trend Analyses |
| • Financial Markets | • Sales Training and Leadership | • Market Share Expansion |
-

PROFESSIONAL EXPERIENCE

COUNTY OF SONOMA – Sonoma, CA

2004-Present

Government Agency responsible for administration of public works, law enforcement, public safety, electric, gas, water, and sewer utilities, and related community services, with \$60 million in annual revenues and 700 full-time employees.

Senior Budget Analyst (2005-Present)

Management Analyst (2004-2005)

Progressed rapidly to Senior Budget Analyst to manage Performance Measurement and Accountability system across 60 government departments and programs. Conduct budget, revenue, and variance / trend monitoring and analysis of performance and operational results, and provide associated semi-annual reports to government officials and the public. Develop annual Capital Improvement Plan, as well as Management Discussion and Analysis (MD&A) for Comprehensive Annual Financial Reports. Play key role in development of biennial Community Citizen Survey, attainment of Fire Department's accreditation, and related functions.

- **Developed and implemented enterprise-wide Performance Management / Measurement System** in 18 months' time.
- **Effectively secured \$3.2 million in grants** despite severe budget constraints.
- **Developed \$350 million ten-year Capital Improvement plan** with public and municipal input, **\$85 million in tax-backed financing, and identification of \$40 million in operating impacts** across 15 major construction projects.
- **Provided strategic operational input** including RFP Scope of Work, vendor selection, and **subsequent \$455K Professional Services Agreement**. Played key role in vendor relationship management and development of final project report.

...continued...