

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Financial Management Analyst with advanced knowledge of financial, business development and operational areas. Steps into new areas with adaptable approach. Practiced project manager and problem-solver with 12 years of experience at Marine Depot Maintenance Command.

## ACCOMPLISHMENTS

- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Document and resolved issues which lead to outstanding results in our financials.
- Collaborate with Tigar team in the development of Reconciling accounts.
- Resolved product issue through consumer testing.

## SKILLS

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| <ul style="list-style-type: none"><li>Self-Motivated</li><li>Problem-Solving</li><li>Excellent Communication</li><li>Active Listening</li><li>Teambuilding</li><li>Organization and Time Management</li></ul> | <ul style="list-style-type: none"><li>Written Communication</li><li>Teamwork and Collaboration</li><li>Flexible and Adaptable</li><li>Dependable and Responsible</li><li>Attention to Detail</li><li>MS Office</li></ul> |
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## WORK HISTORY

### MANAGEMENT ANALYST, 06/2010 - Current

Noblis, Inc. – Washington, DC

- Salary: 2,235.20 USD Per Month
- Hours per week: 40
- Series: 0501 Pay Plan: GS Grade: 09
- FINANCE, federal job)
- Duties, Accomplishments and Related Skills:
  - Providing financial analysis support to management at the Marine Depot Maintenance Command in Barstow, CA
  - Most recent and challenging of experiences was extensive training and learning of our new ERP system
  - ERP accelerated quickly and required adaptability to start optimizing our operations
  - Utilizing the Maintenance Center Productivity and Labor Management System (McPALMS, DIFMS, MCPAS, MSST, WAWF, OCIE) to create/process documents,
  - JON's, research, timekeeping, reconcile all direct and indirect issues and to analyze and forecast workload planning
  - Prepared year to date accounting records and reports for management at the tri-annual review
  - Managing employees time for the finance office
  - Managed and forecast the year to date direct labor hour shortfall to current year budgeted plan
  - Responsible for briefing information to management at the weekly Process Based
  - Leadership (PBL) meeting
  - Assisting management with end of year financial closeouts
  - Managing the overhead Job Order Number (JON) file and handbook for the command
  - Assisting base wide employees with all questions pertaining to the appropriate use of civilian/military labor, material, training, travel, and contractual JON's to be used on a project
  - Prepared weekly billing override, rework, and cost reports
  - Independently performs a variety of budgetary duties to evaluate budget proposals and determine the optimal allocation of project funds
  - Analyze financial information (revenues, expenditures and cash management) to ensure all operations are within budget, Present annual budgets to senior managers, Review budget requests for approval, and forecast future budget needs
  - Administrative/statistical skills are in support of budget formulation performing tasks involving budget execution from various financial reports, budget data, expenses, obligations, and commitments
  - Collects budgetary information from a variety of reports such as 320, 645, 541, prior budgets estimates/reports
  - I establish, maintain, and update expenditures relative to funding activities
  - Maintain budgetary and financial transactions accurately and in compliance with all financial management regulations, laws, guidelines, and procedures
  - Prepare and provide 7600A-GTC forms (general terms agreement between federal agencies for intragovernmental reimbursable, buy/sell activities)
  - Contractual agreements are for the purposes of identifying the company's applicability, conditions, offer, order, price, and payment, right of withdrawal, refund, delivery, execution, and liability of assets for contractual agreements
  - Knowledge of DTS system to authorize, book reservations, receive approvals, generate vouchers for reimbursement, and use of Government Travel Charge Card
  - Process/knowledge of funding/work request in ERP (Navy new financial system);
  - Purchasing requisitions, sales orders, creating reimbursable indirect/direct cite funding documents, commitments, obligations, and amendments
  - Prepare budget reports using database software; Research/reconcile; DIFMS 541 outstanding unallocated labor, 320 unallocated & unmatched, 322 aged accounts payable, and 645 unliquidated allocations reports
  - I order and pick-up supplies for the section
  - Apply operating systems such as; Maintenance Center Productivity and Labor
  - Management Systems; (McPALMS), Online Computer Information Exchange (OCIE),
  - Defense Industrial Financial Management System (DIFMS), and Master Scheduling
  - Support Tool (MSST) systems in order to analyze and forecast workload planning, and
  - Navy ERP financial system
  - Knowledge of Appropriations Law
  - Supervisor: resumesample@example.com (229) 639-5380
  - Okay to contact this Supervisor: Yes

### SECRETARY/HEALTH CLERK, 06/2003 - 06/2010

Wuxi AppTec – San Diego, CA

- Salary: 15.32 USD Per Hour
- Hours per week: 32, Accomplishments and Related Skills:
  - Maintained health records and reports of all faculty and students
  - Researched and screened for communicable diseases and skin conditions and take appropriate action
  - Coordinated the vision and hearing screening for the school
  - Recording of results appropriate
  - Directed students who need medical attention to appropriate administrative personnel
  - Monitored and managed the safety and health hazards on the school grounds
  - Informed and notified parents of all students who are sick and arranged for transportation as necessary
  - Managed school data system and post information to a variety of forms and cards
  - Maintained list of new students and other pupils in need of any health screening
  - Verified all immunization records of incoming students and follow up with parents that fail to comply with the State of California Immunization Law
  - Administrator of student medications and medication schedules
  - Administer first aid to sick, injured student, and may be asked to provide certain specialized health care procedures
  - Assembled and maintained school first aid kits
  - Responsible for ordering and maintaining health supplies
  - Knowledge of basic budgeting, financial and statistical record keeping
  - Attended workshops for job related training
  - Served as an interpreter for Spanish speaking customers
  - Supervisor: MELODY PAYNE ((760)256-6260)
  - Okay to contact this Supervisor: Yes

### Supervisor, 08/1985 - 07/2003

Seaworld Parks – San Antonio, TX

- Salary: 20.79 USD Per Hour
- Hours per week: 40, Custodial/Maintenance
- Duties, Accomplishments and Related Skills:
  - Provided safe and sanitary environment for faculty and students
  - Arranged meetings, student activities and events
  - Managing accounting log for property damage, loss/liability exposure
  - Provided on the job training for new custodial employees
  - Knowledge of all Hazardous Material contents relating to on all stocked cleaning supplies
  - Provided accurate record keeping of all supplies and equipment
  - Managed employees work schedule and work orders
  - Supervised and monitored other custodial employees
  - Developed and maintained effective working relationships with co-workers
  - HENRY HISQUERDO (760-254-2916)
  - Okay to contact this Supervisor: Yes
  - FT
  - IRWIN
  - FT

### Warehouse Worker, 09/1983 - 11/1985

Marine Depot Maintenance Command – City, STATE

- Salary: 13.92 USD Per Hour
- Hours per week: 40, Duties, Accomplishments and Related Skills:
  - Working clerical duties such as answering phones, taking messages, send and receive faxed orders
  - Responsible for all incoming customer orders and stock transfers
  - Responsible for all warehouse merchandise that need to be sorted and stocked in a timely manner
  - Assisted with all shipping and receiving transactions
  - Responsible for bar coding all incoming items
  - Responsible for loading and unloading delivery trucks
  - Maintaining physical inventory of all receivables
  - Operated forklift in order to transfer large items
  - Stocking merchandise in assigned bins
  - Responsible for processing all damaged and return items
  - Managed all invoices in order to reconcile vendor's accounts
  - Responsible for receipts of incoming merchandise and reconciling purchase orders
  - Sorted incoming Parcels via UPS for distribution
  - Supervisor: SARGENT EDWIN (760-577-3232)
  - Okay to contact this Supervisor: Yes

## EDUCATION

### BARSTOW

FM CIRTIFICATIONS - CA

### Associates Degree

Technical or occupational certificate: 1 /2021

### Licenses and Certifications: Accounting, 7 /2012

UNIVERSITY OF PHOENIX - Barstow, CA

GPA: 4.0

### Master's degree: Psychology, 8 /2011

University of Phoenix - Barstow, CA

GPA: 4.0

### Bachelor's degree: PSYCHOLOGY, 12/2009

University of Phoenix - Barstow, CA

GPA: 4.0

### Associate's degree: 05/2005

Barstow Community College - Barstow, CA

### Associates Degree (AA): General Studies, 5 /2005

GPA: 4.0

## LANGUAGES

### Spanish:

### Negotiated: