

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

Self-Motivated

Problem-Solving

Excellent Communication

Active Listening

Teambuilding

Organization and Time Management

Written Communication

Teamwork and Collaboration

Flexible and Adaptable

Dependable and Responsible

Attention to Detail

MS Office

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: