

## MATTHEW TINGLEY, CPA, CMA

982 Manawagonish Rd, Saint John, NB E2M 3X1 • Cell: 506-721-5722  
E-Mail: [matthew.tingley@bellaliant.net](mailto:matthew.tingley@bellaliant.net)

---

### SENIOR BUSINESS ANALYST

Eager to support business through relevant and reliable information.

---

#### PROFESSIONAL PROFILE

- A Certified Professional Accountant, Certified Management Accountant with degrees in Business Administration and Computer Science.
- Trained in Lean Six Sigma Process Improvement Methodologies.
- A Financial professional with IT and government experience and a proven track record of analyzing data to make relevant, reliable and insightful commentary.
- An advanced user of Microsoft Office, database applications and other data mining/modeling tools.
- Proficient in several programming languages such as C#, VB, JavaScript, SQL
- Motivated achiever with demonstrated ability to recommend enhancements to business processes.
- Strong interpersonal, written, and verbal communicator who can deliver effective presentations, consult on technology projects, and maintain collaborative relationships.
- Exceptional problem-solver with keen ability to resolve technology issues, provide for system enhancements, analyze/define business processes for improvement, define, design, develop, and implement highly successful automated solutions.

#### AREAS OF EXPERTISE

- |  |   |   |
|--|---|---|
| • Business process enhancement recommendations | • Project management                                      | • User training   |
| • Business process improvement                 | • Business analysis and design                            | • Alternative solution, cost, and benefit identification/evaluation |
| • Requirements analysis                        | • Quality assurance                                       | • Multiple hardware platforms                                       |
| • Variance Analysis                            | • Customer support  | • Relational database management systems                            |
| • Budget Preparation                           | • New tool/technology evaluation to enhance functionality | • Financial systems   |
| • Data Analysis and Reporting                  | • Workflow analysis/process reengineering                 | • Business systems documentation                                    |
| • User documentation                           |   | • Design specifications   |

#### PROFESSIONAL EXPERIENCE

##### **Senior Finance Systems Analyst, Ocean Capital Holdings Ltd, Saint John, NB, August 2021 to Present**

- Implement Oracle Enterprise Performance Management (EPM) consolidation and reporting applications.
- Maintain company and account hierarchies within EPM dimensions.
- Ensure data integrity within EPM cubes through rule development and data loads.
- Develop automated processes for data extraction, transformation and loads to EPM.
- Administered EPM consolidation and reporting to all Ocean Capital entities.
- Develop and implemented user training for EPM consolidation and reporting.

##### **Financial Analyst, JDI Finance, J.D. Irving, Ltd, Saint John, NB, December 2019 to August 2021**

- Design and implement budget and forecasting models in TM1.
- Maintain company and account hierarchies within TM1 dimensions.
- Ensure data integrity within TM1 cubes through rule development and data loads.
- Develop automated processes for data extraction, transformation and loads to TM1.
- Administered TM1 and Planning Analytics Workspace for all JDI Companies.
- Develop and implemented user training for Planning Analytics Workspace and TM1.

##### **Business Analyst, JDI Finance, J.D. Irving, Ltd, Saint John, NB, June 2013 to December 2019**

- Design and implement a single reporting process for all JDI Companies.
- Lead a team of reporting specialists to transition JDI companies to the new JDI ERP system.
- Train company accountants to use and develop reports over the corporate Data Warehouse.
- Consult with senior management on the design of financial statements and reports.
- Assist in the optimization of the corporate Data Warehouse for reporting.

**Internal Auditor and Consultant, Government of New Brunswick, Fredericton, NB, Oct 2006 to June 2013**

- Develop and conduct multi-year expense analysis, including variance commentaries.
- Prepare expense analysis of Minister's travel for the Premier's Office on a quarterly basis.
- Prepare expense summaries of Minister and MLA salaries and expenses for the Public Accounts publication.
- Implemented the i-Expense travel claim system to 10 government departments.
- Designed, Developed and Implemented a Web application for posting Ministerial travel claims.
- Deliver effective and timely training to users.

**Systems Analyst, Syncrude Canada, Ltd, Fort McMurray, AB, Jan 2006 to Aug 2006**

- Designed, developed and implemented the Access Verification System
- Gathered critical requirements from key stakeholders.
- Prepared user documentation and provided customer support.

**EDUCATION and TRAINING**

**Certified Professional Accountant/Certified Management Accountant Designation, Fredericton, NB, Jan 2009 to Sep 2011**

- Completed the Entrance Examination in October 2009
- Accepted to the Strategic Leadership Program in Nov 2009
- Completed all six modules of the Strategic Leadership Program
- Successfully completed the Business Case Exam in May 2010.
- Awarded the Designation of Certified Management Accountant in September 2011
- Awarded the Designation of Certified Professional Accountant in September 2014.

**Bachelor of Computer Science, University of New Brunswick, Fredericton, NB, Jan 2003 to May 2008**

- Majored in Information Systems.
- Graduated First Class Honours.
- Dean's List 2005 to 2006.
- Recipient of the Snodgrass Scholarship.

**Bachelor of Business Administration, University of New Brunswick, Fredericton, NB, Sep 1996 to May 1999**

- Concentration in Accounting and Information Systems Management.

**AWARDS/CERTIFICATIONS**

<b>2020</b>	Received training in TM1 and Planning Analytics Workspace.
<b>2019</b>	Received training in Tableau and Alteryx.
<b>2013</b>	Received training in Cognos Report Studio and Query Studio.
<b>2013</b>	Received training in Lean Six Sigma Process Improvement Methodologies.
<b>2012</b>	Received training in Prince 2 Project Management Methodologies.
<b>2011</b>	Certified Member of the Society of Management Accountants of New Brunswick.
<b>2006</b>	Dean's List – Faculty of Computer Science.

**VOLUNTEER WORK**

<b>2013 to 2013</b>	Director, Fredericton Direct Charge Coop.
<b>2011 to 2013</b>	Volunteer member of the Member Relations Committee, Fredericton Direct Charge Coop.

**TECHNOLOGIES USED**

<b>Productivity:</b>	Advanced User of Microsoft Office (Excel, Word, PowerPoint, Outlook, Access)
<b>Programming:</b>	Visual C#.Net, Visual Basic.Net, JavaScript, PHP, Java, C, Python, NPM, React, Visual Studio Code, Visual Studio.Net, ASP.Net, VBA, HTML, CSS, SASS (stylesheet),
<b>Reporting:</b>	<b>Oracle EPM Narrative Reporting</b> , IBM Cognos Report Studio, Crystal Reports 10,
<b>Database:</b>	Oracle, Microsoft SQL Server, MySQL, MS-Access, MongoDB
<b>Data Analytics:</b>	Tableau, Tableau Prep Builder, Alteryx, Power BI