

Brett Hinzman

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Professional Summary

Data-driven Analyst and Procurement Specialist skilled in turning complex operational data into decisive cost-saving actions. Leverages advanced Excel, Power BI, and IBM Cognos Analytics to build dashboards, model scenarios, and provide insights that drive efficiency across procurement and supply chain functions. Expertly manages the full procurement lifecycle within IBM Maximo, from Request for Quote (RFQ) creation and vendor selection to inventory tracking and ensuring financial compliance. A proven remote collaborator and cross-functional partner, adept at delivering clear executive reporting and weekly briefings that directly inform over \$4M in strategic planning and resource allocation.

Technical Skills

Analytics & BI: Power BI, Tableau, IBM Cognos Analytics

Data & SQL: Excel (PivotTables, macros), SQL (SELECT, JOIN, filtering), data cleaning, modeling, data visualization, statistical analysis

Systems & Platforms: IBM Maximo, ServiceNow

Collaboration & Productivity: Microsoft Teams, Microsoft SharePoint, Microsoft Office Suite, Microsoft Visio

Procurement & Operations: procurement (Request for Quote (RFQ), vendor selection, purchase order), inventory management, ETA tracking, Net 30 compliance, resource allocation, quality assurance, risk assessment

Process & Methods: process mapping, root cause analysis, cost-benefit analysis, scenario planning, SWOT analysis, change management, executive reporting and forecasting

AI: Large Language Models (LLMs) for research, drafting, and knowledge retrieval

Professional Experience

Logistics Analyst, Huntington Ingalls Industries

April 2025 to Present

- Engineers RFQs in IBM Maximo by gathering client requirements to solicit competitive bids.
- Compares quotes on price, lead time, terms, and vendor performance to recommend award decisions.
- Coordinates with Accounts Payable, Receiving, vendors, and requesters to resolve invoice and delivery issues.
- Tracks more than 50 delivery timelines and enforces Net 30 payment practices.
- Prepares weekly briefings on commitments, deliveries, and payments to inform \$4M+ in planning.
- Develops Excel dashboards to track spending, delivery status, and open actions for leadership.

Freelance Consultant, Upwork (Remote, contract)

July 2024 to April 2025

- Crafted financial models to guide pricing and identify market opportunities for \$5K-\$50K client budgets.
- Achieved 100% client satisfaction; praised for clarity, timeliness, and actionable insights.
- Built a freelance practice by successfully managing end-to-end client engagements remotely.

Inventory Management Specialist, U.S. Department of the Army

February 2021 to July 2024

- Managed nationwide uniform distribution for 20,000 soldiers while meeting deadlines and reducing waste.
- Analyzed billing and supply data from 70+ installations, ensuring financial accuracy and resource alignment.
- Produced executive level reports that improved contract decisions and stock level targets.
- Created standardized instructions and visual guides, improving efficiency and compliance.

Graduate Research Assistant, University of Illinois Urbana-Champaign

September 2020 to February 2021 (Part-time during Master's Program)

- Conducted independent research on operational efficiency and data-driven decision-making models.
- Analyzed and synthesized complex data sets, utilizing statistical analysis to identify key trends and insights.

Warehouse Team Lead, Lidl (seasonal role)

December 2019 to April 2020

- Led daily operations for 60 associates and coordinated promotional distribution to 43 stores.
- Managed a successful hand-off of all responsibilities to on-site staff upon the conclusion of the seasonal role.

Financial Management Analyst, U.S. Department of the Navy (short-term assignment)

July 2019 to October 2019

- Managed an \$8M funding portfolio, ensuring 100% accuracy in financial processing and allocation.
- Streamlined reporting procedures, reducing document processing time by 10% during the assignment.

Research Assistant, Towson University

August 2018 to July 2019 (Part-time during Bachelor's Program)

- Gathered and analyzed data to support faculty research in finance and business management.
- Developed foundational skills in data cleaning, financial modeling, and academic reporting.

Summer Analyst Intern, Merrill Edge (Bank of America)

June 2018 to August 2018 (Summer Internship)

- Researched competitors and markets and summarized findings for senior associates.
- Supported projects that aimed to improve client retention and product positioning.

Education

Master of Science in Management | University of Illinois Urbana Champaign | GPA 3.7

Bachelor of Business Administration, Finance | Towson University | GPA 3.8

Associate of Arts in Psychology | Harford Community College | GPA 3.5