

Brett Hinzman

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Professional Summary

Data-driven analyst and procurement specialist who turns data into decisions. I build dashboards in Power BI and Excel, manage RFQs and vendor selection in IBM Maximo, and use IBM Cognos Analytics to drive cost savings and operational efficiency. I am remote ready and a strong cross-functional partner. I deliver clear executive reporting and weekly briefings that support \$4M+ in planning.

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 (RFQs, vendor selection), 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 with PivotTables to summarize spend delivery status and open actions for leadership.

Freelance Consultant, Upwork (Remote, contract)

July 2024 to April 2025

- Crafted financial models that informed pricing strategies and identified market opportunities for client budgets ranging from \$5K to \$50K.
- Earned a 100% client satisfaction score across all projects, with reviews consistently highlighting 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 portfolio of funding documents on a short-term assignment, ensuring 100% accuracy in financial processing and resource 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)

- Supported department faculty by gathering and analyzing data for ongoing research projects 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