

Mark A. Russell

Senior Financial/Business Analyst

U.S. Navy Veteran

Address | 5604 Sable Way
Atlanta, GA 30349

Contact | H. 404-227-2285
W. 678-973-2758

PERSONAL STATEMENT

I'm an experienced **Senior Financial and Business Analyst** based in Atlanta, GA. My work is always of the highest quality; I take on each assignment as though it were my own. My expertise includes, but is not limited to Microsoft Office Suite (Office 365), SQL Server, Relational Database Management Systems, Siebel, Tableau, and SAP.

I'm punctual, creative, and responsible. I work well with management, peers, and clients from all backgrounds. I am a consummate perfectionist at everything I do; I refuse to fail. I'm a perpetual learner; I'm always looking for new, more efficient ways of accomplishing tasks.

While I've enjoyed the freelance world, I am looking forward to permanently returning to the workforce to add value and achieve additional personal goals.

MY EXPERTISE



Additional Expertise...

Intuit, Domo, Infusionsoft, Adobe Catalyst, Survey Monkey, SQL, MySQL, PowerPivot

EDUCATION

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

Concentration in Finance

CLARK ATLANTA UNIVERSITY

RECOGNITIONS

Analyst of the Year (2013) LeasePlan USA
Internal contest (project based) | Alpharetta,
GA \$1,300 Payroll bonus

HOBBIES

Web Development/Design

Portfolio Link:

<https://atlantawebdesignsolutions.com>

Experience includes HTML5, CSS3, PHP,
Javascript, jQuery, SQL, XML, JSON, AJAX

CAREER EXPERIENCE

Freelance Business Analyst (present job)

- + **Develop analytical models** for search **marketing** clients
- + Design database tables and construct SQL queries for data extraction

LeasePlan U.S.A. From February 2012 to July 2014

Sr. Procurement Analyst (2012-2013)

- + Acted as a **liaison** between the company, finance department, and our vendors
- + Helped to **establish** and adhere to certain **purchasing guidelines** based on the strategies and goals outlined by LeasePlan and more specifically the finance department.
- + Regularly **composed RFI's** (Request for Information) in order to invite service and merchandise suppliers to bid on projects.
- + **Negotiated the exact terms** of the agreement so as to establish clear expectations on the part of both parties.

Comcast From March 2011 to February 2012

Business Support Analyst

- + Took responsibility for all premises matters ensuring that leases and facilities were well managed and represented value for money
- + Managed the day to day relationships with the IT support provider, accountant, auditor and, HR providers ensuring that a value for money services were maintained

AT&T From November 2004 to December 2010

Retention Specialist (CSR 2004-2007) ; Financial Analyst (2008-2010)

- + Provided bookkeeping service, liaising with the accountant and auditor as required
- + Provided regular management information reports for the Regional Executive Board
- + Supported the development of projects with budgeting and financial plans
- + Supported the ongoing management of projects with financial and other reporting tools that would positively impact the business