Tamika L. Porter, MBA

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**Summary:**

\*A multi-discipline Corporate Finance leader with 15+ years of global experience in the manufacturing and financial services industries. \* Drive strategic business results and profit margins utilizing trend and competitive impact analysis. \* Enterprise-wide consolidation of financial forecasting, budgeting and capital investment. \*Oversee daily accounting and cash functions including financial reporting, P&L and Balance Sheet analysis, and financial modeling. \* Own start-to-end budgeting, actual and forecast. \* Business partner to Executive Management providing recommendations, insights and best practices. \* Highly organized with critical thinking abilities at both the strategic and tactical levels. \* Strong presentation skills and ability to navigate at all levels in the organization \* Executive level reporting and collaboration on risk mitigation and opportunity assessments \* Manage teams through strong leadership skills and employee development. \* Power Excel user building financial models using sensitivity analysis, data consolidation and VBA to automate repetitive actions and functions \* Also skilled in pivots tables, logical/lookup functions, conditional formatting and advanced charting. Yellow belt trained and certified, Lean Six Sigma and Agile Principles.

# Financial Systems:

* SAP Front End Portal
* SAP Business Object
* SAP BI/Warehouse
* SAP BEX Analyzer
* Oracle Hyperion Planning
* Oracle Hyperion Smart View
* Oracle Financial Mgt (HFM)
* Oracle Essbase/Workspace
* Oracle Discoverer
* QlikView Dashboard
* HP PPM Capital/Project Mgt
* PPM Capital System
* Microsoft Visual Basic
* Salesforce
* LIBRA
* Treasury Connect
* STAMP Project Mgt Tool
* WARP System
* IBM Lotus Notes
* Yellow Belt Certified
* Agile Principles

**Professional Experience:**

**Bank of America (NTT Data), Charlotte, NC**

**Finance Manager, Traded Product Liquidity Management 10/20 – Present**

* Manage and consolidate the daily liquidity figures from multiple broker dealers across Global Liquidity.
* Support CFO-Treasury Executive Operating Review by creating and providing deck materials.
* Participate in periodic corporate audits to ensure compliance with Treasury Risk standards/corporate policies.
* Process Improvement –Partner with Treasury IT as business needs change on metadata revisions, test requirements and enhanced specifications to create a customizable view in LIBRA/Treasury Connect.

**Wells Fargo Bank (Randstad), Charlotte, NC**

**Financial Strategy Consultant 9/18 – 09/20**

* Led the consolidation, analysis, and reporting of monthly actual and forecasted performance for a suite of complex projects under a high-profile federated program with total value of **$220M.**
* Developed financial models and directed variance analysis for A/R collections and capital expenditures.
* Led development of the annual business and long range plan, providing support preparation of action plans and recommendations for business and operational decisions.
* Prepared operational reviews for senior leadership and supported leadership presentations discussing the financial/resource position of Program.
* Prepared and delivered performance appraisal for a staff of 5. Mentored and coached team members to further develop competencies.
* Recommended educated and measurable steps to achieve overall business growth, while focusing on a multitude of individual and overlapping projects.
* Created financial and statistical models to show executives the return of certain investments or other financial recommendations including making changes to internal operations, suggestions in product development or repricing strategies.
* Conducted regional financial evaluations of proposed projects and investments by gathering assumptions, making financial projections and creating regional business cases that substantiate the rationale for certain investments.
* Identify, forecast and challenge financial and resource assumptions not aligned with Program guidelines.
* Identify funding gaps and work with program sponsor to determine if funds can be re-appropriated.
* Process Improvement – Revamp the financial process by leading the automation of month end reports using Advanced Excel techniques. Worked with IT to merge synergies from different ERP Systems to produce a consolidated reporting view and provide a solid source of truth. Vendor Management process revamp for timely invoice and time sheet submissions. Frequent communication with vendor on PTO timing/employee conversions/new hires and roll-offs to help with forecasting accuracy. Proposed automated invoicing options through AP versus manual processing.

## Babcock & Wilcox, Charlotte, NC – Corporate Downsizing

**Global Treasury Contracts Securities Manager, Corp Headquarters 8/17 – 7/18**

* Managed all key global treasury contract and finance functions and relationships with banks and other 3rd party financial providers. Managed a **$1.6B** portfolio of company project surety instruments including surety bonds, letters of credit and bank guarantees with foreign currency exposure management.
* Managed cash flow forecasting, investments, banking, and oversight of 3rd party relationships.
* Led efforts between staff and domestic and international contracting officers on all contractual matters in order to maintain consistency in communications, documentation, and minimizing cost risk due to misunderstandings and/or non-compliances
* Responsible for directing all contract activities to ensure that contractual obligations are met and compliance is maintained with mandatory government regulations, applicable laws and Corporate policies/procedures
* Oversaw and administered contractual provisions by directing appropriate departmental staff and by project management of the organizations to ensure supporting established requirements
* Partnered with the Treasurer on strategizing critical business needs and analytics; Managed 2 Treasury Analysts. Manage subordinate staff in day to day operations as well as personnel actions. Line management responsibility for timesheet and expenses approval, PTO balances and annual PDRs.
* Coordinated, reviewed, and provided approval on all contractual documents to ensure compliance with the proposal and applicable government regulations and laws.
* Business Partner to Commercial Execs, Contract Managers, Attorneys representing contractors in the negotiation of bank guarantees, surety bonds, letter of credits, parent company guarantees. Provided harmonization and extensive coordination with subsidiaries, global treasury ops, legal and accounting departments and financial institutions.
* Reviewed and advised commercial terms of proposals and contracts and work closely with surety and banking relationship and senior management team for issuance.
* Involved in Project Life cycle, negotiations and Language Terms from Proposal to Contract to Project Lifecycle.
* Managed quarterly and annual covenant compliance for debt & credit facilities, evaluating financial and operating information to support 10Q debt portfolio Calculations and covenant compliance mandated by SEC.
* Foreign currency exposure management; Verify correct FX rates are applied to the securities based on monthly projections and industry changes.
* Process Improvement - Partnered with company Attorney in the successful negotiation of terms and closeout of a security that was held in litigation. Partnered with CFO & restructure consultant by providing critical analysis, industry knowledge and decision making for international project in risk of being defaulted.

## Sealed Air, Charlotte, NC – Corporate Downsizing

**Finance Manager, Global R&D, Corp Headquarters 1/16 – 7/17**

* Responsible for all output associated with Financial, Planning & Analysis (FP&A) including but not limited to annual budget preparation, monthly forecasts, strategic planning, management reporting, and special projects to the Global R&D department with total company revenue of **$7B** dollars.
* Reviewed and approved balance sheet account analysis, statement of cash flows and supporting schedules and standard consolidated reporting packs as well as HFM monthly journal entries.
* Provided guidance and counsel in development of long range plans involving strategy development, resource allocation, work plans and timelines and financial outcomes.
* Managed the monthly Innovation Sales Report and Executive Leadership Quarterly deck; Analyzed total company key performance metrics and project level sales profitability & validity by country, product line and sku number extracting and building informative sales analysis via macros.
* Oversaw financial aspects of vendor negotiations, funding issues and related efforts.
* Prepared and delivered performance appraisal for a staff of 5. Mentored and coached team members to further develop competencies.
* Finance business partner to the Global R&D Executive leadership team communicating trends and impacts, risk and opportunity assessments and resolve exceptions.
* Led monthly operational reviews and present variance analysis of actual results versus budget, forecast, and prior year at varying levels of the R&D organization and across different information systems.
* Maintained fixed asset and depreciation schedules and request capital as needed during funding reviews.
* Process Improvement - Efforts contributed to accelerating the monthly forecast from the 7th to the 5th calendar day of the month. Developed and led end user training for the SAP rollout as well as the Capital/Project Management investment spending and tracking system to Global R&D users.  Support R&D Functional expense review by having one on one reviews with VPs of R&D for actuals review, forecast recommendations, best practices and provide financial guidance to help drive decisions.

## United Technologies Corporation, Charlotte, NC

**Finance Lead, Corporate Financial Planning & Analysis 11/12 – 12/15**

* Provided financial and operational expertise for a heating/cooling company with yearly revenues of **$800M**; Total Company revenue **$65.1B**. Directly supported the VP Ops, CFO, Functional Mgrs., and Corp HQ.
* Business partner to Functional Managers leading calls in the monthly closing process for reserves, accruals & expense analysis as well as monitoring overhead budgets.
* Maintained fixed asset and depreciation schedules and oversaw cash management strategies requesting capital and preparing distributions as needed.
* Prepared annual Plan and monthly forecasts including identifying risks and opportunities and loading results to HFM.
* Managed the incentive accrual/payout and review results with Incentive Committee (i.e. VP OPS, HR & Acct).
* Managed the monthly Capital Expenditure process and IT Project Spend and analyze and forecast risks and opportunities.
* Participated in periodic branch audits to ensure compliance with standards and corporate policies.
* Process Improvement - Developed, identified and implemented improvements in current processes through the use of ACE, Kaizans, VSMs and seminars. Efforts contributed to accelerating the monthly forecast from the 7th to the 5th calendar day of the month. Lead Finance & Accounting SAP Expert providing support and analysis to onsite Operations team. Participated in a forecast Kaizan and Incentive Management Kaizen to improve results and provide efficient service to internal customers.

## Pall Corporation, Deland, FL

**Financial Controller 11/10-10/12**

* Provided operational & financial expertise and analysis for an industrial management company with yearly revenues totaling **$32M**; Total Company revenue is **$2.4B**.
* Finance leader supporting the Regional Controller, local Executive team and corporate headquarters.
* Managed a Finance Analyst and General Accounting Clerk on daily accounting operations. Line management responsibility for timesheet and expenses approval, PTO balances and annual PDRs.
* Led month-end close process, including processing journal entries, account reconciliation, accruals/prepayments, revenue adjustments, variance analysis of the P&L and Balance Sheet.
* Prepared accurate daily, monthly, and annual financial statements on the accrual basis of accounting, including workpapers to support external review. Maintain fixed asset and depreciation schedules
* Created and analyzed financial statements from trial balances for multiple entities in order to create consolidated financial statements.
* Performed short and long-term forecasting to ensure sales, margins and expenses are in line; analyzed projections of sales and margin against actual figures, as well as budgets against expenses.
* Business partner to Cost Center owners in monthly expense reviews, variance analysis and forecasting/budgeting.
* Assisted in the annual physical inventory, including reconciliation of results.
* Support and manage relationships, including contract compliance and proper invoicing, with customers, vendors, investors, and external auditors
* Process Improvement - Identified and implemented improvements in current processes through the use of Kaizans and Leadership seminars. Improved the monthly close checklist based on new corporate policies. Lead Finance & Accounting SAP Expert providing expertise and analysis to onsite Operations team during SAP implementation.

## GES Exposition Services, Orlando, FL

**Forecasting & Reporting Analyst 2/09-11/10**

* Responsible for the financial management of 2 regions that produce exhibition and event services with yearly revenues totaling **$50M**; Total Company revenue is **$740M.**
* Performed financial statement analysis including recovery planning, expenditure activity and purchase order research.
* Executed month end reporting, forecasting, annual budget and account reconciliations in accordance with SOX and GAAP
* Process Improvement - Improved the monthly close checklist based on new corporate policies. Lead Analyst on Forecasting Improvement Kaizen to reduce risk in financial reporting & research profitability measures.

**Operations Analyst 2/07-02/09**

* Directed/Coordinated labor projections & analysis to identify capital needs & resource sharing opportunities.
* Analyzed results in comparison to Plan & Forecast & provide Senior Management with variance analysis statements.
* Indirectly supervised two Account and Operations Coordinators on invoicing procedures & labor projections.
* Process Improvement - Implemented Excel tutorials and training for project and account managers to help them manage their files more effectively.

**Education**

# University of New Orleans, New Orleans, LA

# Master of Business Administration Degree (MBA), Finance, 2005

# Dillard University, New Orleans, LA

# Bachelor of Arts (BA), Psychology Degree