**Marshall Cole Turbyfill**

**(Senior Business Analyst)**

***Forward Looking Innovative Problem Solver***

**Summary:**

**Qualified Senior Business Analyst with more than ten (10) plus years of extensive experience**, as working with the technical staff and Stakeholders’ to implement management and staff's business requirements and initiatives into the software application within **the Airline, Retail, Transportation, Healthcare & Medicaid Industries.**

* **BA, Accounting/History**, David Lipscomb University, 08/1981
* **PMP Certification, IT, Healthcare Project Management**, New Horizons, 2011
* **More than ten (10) plus years of experience in relational database** as utilized Oracle Fixed Asset Management system to track IT and other assets.
* **More than ten (10) plus years** of Excellent in designing business models using UML diagrams such as use case diagrams, class diagrams, data flow diagrams, activity diagrams, sequence diagrams and collaboration diagrams using Rational Rose and MS Visio.
* **More than five (5) years of experience** as **w**orked closely with Data Modelling team to Created Data Mapping document, data cleansing, and building data dictionaries.
* **More than 5 years of extensive experience** of data integration, content management system, data mining, business intelligence, data-driven software development
* **More than ten (10) years of experience** as utilizing Microsoft Suite designing advanced MS Excel spreadsheets, MS Access databases, and MS Word forms or create special reporting to meet business needs.
* **More than five (5) years of** knowledge of the IT industry which includes: multi-tiered architectures, enterprise applications, evaluation of emerging technologies, networks, data management systems and hardware systems.
* Contributed to design, development of **Health Information Exchange record processing**, **filing, sharing and web based security, tracking, and validation via *MS Project* & *Visio*.**
* Advanced expertise in **Business Requirements, functionality mapping, Business Process Flow development, Microsoft Access, Excel, MS Word, PowerPoint**, and **Visio** with dexterity in **data conversion, extraction**, **validation, documentation** and **summarization**.
* Contributed to the enterprise **Role Based Access Control (RBAC)** effort by defining unique entitlement groupings by job descriptions and functions
* Excellent **budgeting, forecasting, variance analysis, market penetration skills** with expertise in extracting relevant information from multiple **electronic data warehouses** to formulate, validate and navigate business initiatives.
* Highly actuated with **cross-functional, multi-level communication** and **collaboration** **skills** with sound experience in accepting challenges, conceptualized problem solving through refinement with an aptitude to illuminate ambiguity and deliver multiple assignments within designated timelines with minimal supervision.

**Skills Inventory:**

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| --- | --- | --- | --- |
| **Financials** | **Software** | **Systems** | **Support** |
| Variance to Budget | Expert MS Access | COGNOS BI | Supply Chain |
| Variance to Forecast | Expert MS Excel | Oracle 10.0 | Inventory Control |
| Price, Volume Variance | Expert MS Word | Oracle 10.2 | Manufacturing |
| Month End/QuarterlyRprt’s. | Visual Basic | HP 3000 | Methods & Standards |
| Market Penetration | SQL | Hyperion Enterprise | G/L,AP,AR,P&L,BS,CF |
| Work in Process Analysis | SharePoint 2010 | HFM | SDLC |
| Headcount/Phi./Equ. | Visio | AS 400 | Agile, Waterfall, Scrum |

**Professional experience:**

**Hartman & Young Insurance Brokerage, Columbia, SC December 2014 – Present**

**Senior Business Analyst**

* Well versed in communication, presentation and facilitation skills, Ability to conceptualize, develop and apply business and management consulting applications and services Ability to assess clients' business and identify improvement opportunities
* Fluent with multiple forms of requirement gathering including source document analysis, analysis of legal statutes and administrative code.
* Worked closely with Data modelling team to Created Data Mapping document, data cleansing, and building data dictionaries.
* Develop and documents customize business modules for an array of end-user clients to meet their specifications using MS Access, Word, Excel, PowerPoint, MS Project and Visio to document entities, processes and interdependency's.
* Bridge between Business (Stakeholders) and IT communities in order to develop the roadmap and architectural alternatives for replication strategies, data integration approach, staging, quality and distribution.
* Design relational database concepts like tables, primary and foreign keys, views and referential integrity.
* Participated in n-tiered/multi-tiered architecture review sessions.
* Excellent in designing business models using UML diagrams such as use case diagrams, data flow diagrams, class diagrams, activity diagrams, sequence diagrams and collaboration diagrams using Rational Rose and MS Visio.
* Performing User Acceptance Testing (UAT) sessions, Creating Test scripts, Test plans and Test Scenarios and supervising the development of User Manuals for customers.
* Recommends and procure software products for the clients lines of business for financial and data security concerns along with defining their business needs.
* Strong interpersonal skills adequate for dealing and communicating clearly with people from all levels of the organization, and with external customers and suppliers
* Educate owners and team members on new software and usage along with setting up parameters for data usage (RBAC) Role-based access control
* Assist in the business process redesign and documentation as needed for new technology**.**

**Continental American Insurance dba AFLAC, Columbia, SC June 2014 – December 2014**

**Senior Business Analyst**

* Acted as lead liaison between Accounting, Finance and IT in in reconciling the legacy Genelco System to the SAP system on a monthly basis.
* Teamed up with both internal and external software development groups to provide functional requirements specifications in form of use cases, data flow diagrams, business process flows, and prototypes and management reporting requirements.
* Created a VBA script to minimize the time required to produce a quarterly report for FICA tax reporting systems. Involved in user acceptance testing.
* Responsible for assembling project plans, identity access management and assignments for resource labor both domestic and off shore.
* Worked closely with Data Modeling team to Created Data Mapping document, data cleansing, and building data dictionaries.
* Participated in n-tiered/multi-tiered architecture review sessions.
* Utilizing Microsoft Suite designing advanced MS Excel spreadsheets, MS Access databases, MS Word forms or create special reporting to meet business needs.
* Software development engineer in test for real-time data integration and data protection
* Contributed to the enterprise Role Based Access Control (RBAC) effort by defining unique entitlement groupings by job descriptions and functions
* Develop Business Requirements, functionality mapping, Business Process Flow development.
* Worked to reconcile the Premiums, Agent Payables and Advances with all its flux and flow.

**Cummins Engines & Filtration Systems, Nashville, TN November 2009 – June 2014**

**Senior Business Analyst**

* Acted as lead liaison between Accounting, Finance and IT in migrating from Hyperion Enterprise to HFM. Reviewed and processed procurement request for all IT equipment in support project. Prepared Leased Fixed Asset abstracts.
* Prepared and analyzed product line financial statements of actual vs. forecasted results, consolidated financials and monthly reporting package as well as statistical measurements to calibrate efficiency of specific initiatives.
* Designed and developed use cases, activity diagrams, data flow diagrams, sequence diagrams, OOD using UML. Involved in user acceptance testing.
* Reviewed new data modeling, data mapping, data cleansing, and building data dictionaries for the Data Warehouse and proposed database changes.
* Analysed and recommended strategy for replacing previous version with the POM 2010-2015 relational database.
* Proficient with Role Based Access Control (RBAC), MS Active Directory, LDAP.
* Liaise between Business (Stakeholders) and IT communities in order to develop the roadmap and architectural alternatives for replication strategies, data integration approach, staging, quality and distribution.
* Participated in n-tiered/multi-tiered architecture review sessions.
* Develop and documents customize business modules for an array of end-user clients to meet their specifications using MS Access, Word, Excel, PowerPoint, MS Project and Visio to document entities, processes and interdependency's.
* Was responsible for assembling project plans, identity access management and assignments for resource labor both domestic and off shore, performing quality review and escalating timeline issues appropriately.
* Developed and documented customized business modules for an array of end-user clients to meet their specifications using MS Project and Visio to document entities, processes and interdependencies.
* Develop Business Requirements, functionality mapping, Business Process Flow development.
* Automated data retrieval processes from MDM or EDW resources using MS Access, validated, compiled and summarized fixed assets data and produced leased asset surveys to collect, classify and summarize SBU forecasted results to provide ERP reporting within designated timelines.
* Provided timely, accurate, fact-based, concise, risk-assessed, results-oriented information.

**CIGNA Government Services, Nashville, TN July 2008 – September 2009**

**Senior Accounting Specialist**

* Facilitated development of strategies and initiatives to assist management in the formulation of annual financial Operating plan, streamline processes to maximize effectiveness and minimize cost.
* Promoted continuous improvement, adjusting to multiple demands, shifting priorities, ambiguity, and rapid change while navigating teams to achieve stated goals within deadlines and expected costs.
* Designed and developed use cases, activity diagrams, data flow diagrams and sequence diagrams using UML.
* Worked with QA team to design test plan and test cases for User Acceptance Testing (UAT).
* Develop Business Requirements, functionality mapping, Business Process Flow development.
* Responsible for assembling project plans, identity access management and assignments for resource labor both domestic and off shore.
* Utilizing Microsoft Suite designing advanced MS Excel spreadsheets, MS Access databases, MS Word forms or create special reporting to meet business needs.
* Extracted data from multiple data warehouse resources to develop initiatives to recover expenses not addressed in the standard billing contract with CMS. Contributed to design, development of Health Information Exchange record processing, filing, sharing and web based security, tracking, and validation via MS Project & Visio.
* Contributed to the enterprise Role Based Access Control (RBAC) effort by defining unique entitlement groupings by job descriptions and functions

**Asurion, Nashville, TN January 2006 – July 2008**

**Senior Financial Consultant**

* Researched, compiled and audited a comprehensive roster of contractors with their related payroll to determine which purchased orders and projects they should be assigned to and whether these expenses could be capitalized. This resulted in an enhanced and defined contractor payroll forecast and accruals. Results included $8.5M in unapproved payroll expenses and invalid contractor payments for duplicate employees from various vendors.
* Develop and documents customize business modules for an array of end-user clients to meet their specifications using MS Access, Word, Excel, PowerPoint, MS Project and Visio to document entities, processes and interdependency's.
* Developed various artifacts such as use cases, workflow diagrams, data flow diagrams, business process models and prototypes by interacting with end users, development personnel, project team and the subject matter experts.
* Reviewed monthly G/L journal entries and balance sheet account reconciliations. Ensured month-end fiscal period close, as well as assessed monthly key performance indicators and matrices regarding market penetration. Provided management level presentations including variance narrative and asset utilization on IT systems procurement.

**State of Tennessee, DDS/DHS, Nashville, TN, September 2004 – January 2006**

**SSA Disability Claims Examiner 2**

* Created a process to convert scanned electronic medical documents into searchable text files to expedite identification of potential mental and physical disabilities not claimed by applicant. As a result of this procedure, the agency was able to cut average processing time from 190+ days per case with frequent margin of error for missed potential disabilities to 85 days (the standard is 90) earning recognition from the Director of the Social Security Disability Determination Agency for the advancement of claims processing.
* Utilizing Microsoft Suite designing advanced MS Excel spreadsheets, MS Access databases, MS Word forms or create special reporting to meet business needs.
* Prepared a residual functional capacity and vocational work assessment for each claimant based upon comprehensive review of claimant’s medical records, mental and medical consultant examinations and work history in compliance with Social Security regulations and guidelines.

**Vanderbilt University, Nashville, TN August 2001 – September 2004 A/P Administrator**

* Evaluated and processed vendor requests for payment of goods and services in accordance and compliance with stipulations governing respective grants, endowments or governmental research funding in accordance with GAAP and Federal Acquisition Regulations (FAR.)
* Prioritized balancing general ledger and prepared audit work papers to ensure timeliness, accuracy and complete month-end reporting with regard to specified deadlines.

**PIC International Group, Hendersonville, TN July 1997 – August 2001 Production Information Manager**

Assembled operating and capital budgets for continental US and Canada which included 150 locations generating $6.5M in sales and royalty premiums. Utilized Oracle Fixed Asset Management system to track Leased Assets w/o interest and taxes for 10Q reports and all IT and other assets.

* Constructed a system of tracking inventory using RFID technology to identify inventory with specific patented genetic markers to secure royalty premiums and residual market values.
* Followed the RUP based methods using Rational Rose to create: Use Cases, Data Flow Diagrams, Activity Diagrams / State Chart Diagrams, Sequence Diagrams.
* Utilizing Microsoft Suite designing advanced MS Excel spreadsheets, MS Access databases, MS Word forms or create special reporting to meet business needs.
* Worked with QA team to design test plan and test cases for User Acceptance Testing (UAT).
* Examined monthly reports for key indicators and statistics to maximize yield. Prepared management reports detailing variance analysis with narrative recommendations for improvement and mitigating risk and exposure.

**Michaels’ Stores Inc., Irving, TX January 1993 – July 1997 Supervisor, Financial Planning & Analysis**

* Coordinated with Inventory management to clarify and model initiatives to improve the supply chain and distribution operations. Supervised staff of six financial analysts in the preparation of annual operating and capital budgets and fixed asset tracking for 440 MSI retail stores, five distribution centers and corporate cost centers with focus on refurbishments.
* Developed a standardized payroll profile for all MSI stores which subsequently reduced P/R expense from 11.8% to 10.2 % of sales, resulting in $870K savings per annum. Calculated depreciation of fixed assets in accordance with corporate stipulations and guidelines and tracked using a DB2 legacy Asset Management System (AMS).

**American Airlines, Fort Worth, TX March 1986 – January 1993**

**Sr. Financial Analyst**

* Worked with Ground Services to collect, interpret and improve statistical data on baggage handling operations at DFW Airport. The FAA mandated that all Airlines must be able to match each individual ticket holder with each piece of their luggage.
* Quantified recommendations submitted by employees to “Ideas in AAction.” Summarized and reviewed these efforts from a financial aspect. This initiative evaluated cost saving/reduction ideas from employees both as a means to reduce costs and to motivate employees to be proactive.

**Electronic Data Systems, Southfield, MI, March 1984 – March 1986**

**Budget Analyst**

* Acted as a liaison between EDS’s Corporate Finance and GM’s Communications Services Division, preparing lease vs buy recommendations of GE IT telecommunication switches and prioritizing their strategic placement.

**Education:**

* **BA, Accounting/History**, Lipscomb University, 08/1981

**Certification:**

* **PMP Certification**, IT, Healthcare Project Management, New Horizons, 2013
* **Certification, Microsoft Office Professional – Excel 2013, Access 2013, PowerPoint 2013**, Word 2013, & Publisher 2013 New Horizons, 2013
* **Certification, Microsoft Office Professional, 2007 Excel**, New Horizons, 2013

**Technical Skills:**

COGNOS Business Intelligence, SQL, DB2, SAP,VBA, Oracle 10.0, 10.2, Crystal Reporting, Hyperion Enterprise, Hyperion Financial Management PeopleSoft Financials, AS400, MS Excel, Access, Word, MS PowerPoint, MS SharePoint, MS Publisher, SDLC, Agile, Waterfall, SCRUM, PMBOK, MS Project, Visio, CAS, Federal Acquisition & Regulations, .Net, EZ Projects, Mavenlink, Project Manager, Redbooth, & Basecamp

**Specialties**: Advanced user in Microsoft Access, Excel, Word, PowerPoint, Publisher SharePoint,, dexterity in data conversion, extraction, validation, documentation and summarization. Excellent spreadsheet modeling proficiency with macros, lookups, pivot-tables, AS400, COGNOS, Oracle, Crystal Reporting, Hyperion Enterprise, HFM conversion, Lawson Financial Mgt, Great Plains, PeopleSoft, PSPM, searches, Pivot Grids, Talent Grids**,**

**Project Development and Navigation:** Visual Studio 2015, Legacy MF applications, MS SQL 2014 R2, TFS (Team Foundation Server), MS Project, MS Visio EZ Projects, Mavenlink, Project Manager, Redbooth, & Basecamp.