**Nicole Ann Dime Resume – USAJOBS Online Version**

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| **Nicole Ann Dime** 5571 Baltimore Drive Alexandria, VA  22333 Mobile: 703-965-7654  Evening Phone: 703-922-5555 Email: [nadime4899@hotmail.com](mailto:nadime4899@hotmail.com) |

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| **Country of citizenship:** | United States |

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| **Veterans' Preference:** | No |

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| **Registered for Selective Service:**  **Highest Grade:** | I am female, and therefore I am exempt from registering from registering with the Selective Service  13 |

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| **ICTAP Eligible:**  **Contact Current Employer:**  **Availability:**  **Desired locations:** | No  Yes  **Job Type:** Permanent  **Work Schedule:** Full-Time  United States – DC  United States – VA – Arlington  United States – VA – Alexandria  United States – VA – Alexandria County |

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| **Work Experience:** | **US DEPARTMENT OF STATE, BUREAU OF RESOURCE MANAGEMENT**  Arlington, VA United States | **02/1993 – Present**  **Hours per week:** 40  **Series:** 0510 **Pay Plan:** GS **Grade:** 13 |

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|  | **Senior Accountant** (This is a federal job)  **Supervisor:** Helen Jones (703-221-5556)  **Okay to contact this supervisor:** Contact me first |

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|  | Monitor, analyze, reconcile and oversee the accounting operations of the Domestic Financial Services in the Office of Financial Oversight and Coordination. Make recommendations to the Office Chief in the development of new or improved techniques for the performance of the office mission. Implement new or revised automated accounting systems and ensure that effective mechanisms and controls are in place with respect to Domestic Financial Services. Provide central oversight of the Department’s Travel Card Program.  Recent accomplishments include:  • Researched and analyzed the cause of high interest payments, then persuaded senior management to implement a solution to eliminate them, resulting in a 7% savings for the Bureau and a policy to prevent future monetary loss.  • Led a prompt pay study of high interest payments in the Department of State. Researched the prompt pay underlying causes, analyzed the process and procedure, and displayed findings through statistical charts and graphs. Presented a comprehensive report which resulted in senior management taking action to reduce the underlying causes of the Department’s high interest payments.  • Trained more than 150 Bureau Program Coordinators in implementing new policies, management reporting, and OIG audit procedures of the Travel Card Program, so that implementation of these initiatives took place within one month of their announcement in a seamless manner.  • Identified a problem whereby the expenditure limit on Travel Cards frequently did not cover the travel costs of many cardholders, causing them to pay out-of-pocket expenses while waiting for reimbursements. Negotiated with Citibank to increase cardholders’ travel card limits, which reduced the payment delay time by 15%. Commended by the cardholders for responsiveness to their needs and by my supervisor for taking the initiative to resolve the issue.  • Took a lead role in reducing a backlog of payroll reconciliations, identified the key problems, encouraged the manager to take corrective action, which enabled Payroll to correct the errors. Briefed management on the problems and solutions, and made recommendations on how to prevent backlogs in the future. |

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|  | **US DEPARTMENT OF STATE, BUREAU OF RESOURCE MANAGEMENT**  Arlington, VA United States | **06/1992 - 02/1993**  **Hours per week:** 40  **Series:** 0510 **Pay Plan:** GS **Grade:** 12 |

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|  | **Accountant** (This is a federal job)  **Supervisor:** James Covington (703-234-5678)  **Okay to contact supervisor:** Yes |

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|  | Coordinated and completed various accounting activities in the Central Allotment Accounting Section. Monitored sensitive accounts to ensure compliance with the Anti-Deficiency Act. Provided timely and accurate status of account information in response to inquiries from other bureaus within the Department. Worked with other offices and bureaus to obtain the necessary paperwork for the Office of Budget and Planning to facilitate allotment of funds.  Major Accomplishment:  • Investigated a payment issue concerning the Bureau of Overseas Building Operations (OBO) and the Bureau of Intelligence and Research (INR). Uncovered preliminary evidence of a payment made in full to a company under contract to OBO. Discovered documented evidence that the money had been obligated and disbursed, which resulted in INR/OBO saving approximately one million dollars in overpayments. Received a performance award. | |
|  | **US DEPARTMENT OF STATE, BUREAU OF RESOURCE MANAGEMENT**  Arlington, VA United States | **05/1985 - 06/1992**  **Hours per week:** 40  **Series:** 0510 **Pay plan:** GS **Grade:** 09 |

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|  | **Operating Accountant** (This is a federal job)  **Supervisor:** David McCoy (703-234-6890)  **Okay to contact this supervisor:** |

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|  | Maintained, reconciled, and oversaw the maintenance of computerized ledgers for a wide range of accounting functions covering embassies and posts worldwide in the Special Accounts and Collections Branch. Maintained accounting records for various unappropriated allotment type accounts.  Major Accomplishments:  • Managed the Department’s Letter of Credit Program, maintaining proper oversight and controls, which resulted in zero errors in disbursements in excess of $80 million annually. Recognized with a performance award for “diligent efforts and dedication to duty.”  • Managed the Department Gift Fund Program with annual allotments in excess of $15 million made by the Office of Budget and Planning. Reconciled uncredited reimbursements dating back more than two years which brought the Gift Fund Account up-to-date. Received a performance award.  • Researched erroneous and invalid transactions deposited in a Suspense Account involving amounts in excess of $200,000, which successfully cleared the account.  • Set up the Third-Party Draft Account in the newly implemented Central Financial Management System (CFMS). Discovered discrepancies in the account balance during the reconciliation process, took initiative to analyze the problem, and worked closely with the CFMS implementation team, which resolved the situation and established safeguards to prevent future problems. Received a performance award. |

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| **Education:** | **Marymount University** Arlington, VA United States |

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|  | Bachelor’s Degree 05/1989 |

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|  | **GPA:** 3.6 of a maximum 4.0 |

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|  | **Credits Earned:** 126 Semester hours  **Major:** Business Administration  **Relevant Coursework, Licenses and Certifications:**  Principles of Accounting I and II, Fall 1985 and Spring 1986  Business Ethics, Fall 1987  Cost Accounting, Spring 1988  Government/Not-for-Profit Accounting, Fall 1988  Accounting & Financing/Nonprofit Management, Spring 1989 |
|  | **Cleveland High School** Cleveland, OH United States |

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|  | High School or equivalent 06/1985 |

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|  | **GPA:** 3.75 of a maximum 4.0 |

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|  | **Major:** Pre-college |

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| **Job Related Training:** | • Federal Financial Management, Certificate in Federal Budget (Management Concepts International, Vienna, VA, July 2004) |

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| **Language Skills:** | **Language Spoken Written Read**  English Advanced Advanced Advanced  Spanish Intermediate Intermediate Intermediate |

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| **References:** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name** | **Employer** | **Title** | **Phone** | **Email** | | Ms. Regina Banks (\*) | U.S. Department of State | Division Chief, Financial Policy Reporting and Analysis | 202-405-6172 | BanksR2@state.gov | | Mr. George Brown (\*) | U.S. Department of State | Staff Accountant | 202-476-1874 | BrownGE@state.gov |   (\*) Indicates professional reference |

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| **Additional Information:** | PROFESSIONAL SUMMARY  Accounting professional with extensive experience in Federal Financial Management. Work history includes coordinating the activities of several offices both within and outside Domestic Financial Services. High degree of dedication and commitment to peak performance. Demonstrated ability to examine an issue and analyze how the data fits together using a methodical and conscientious approach to reach a valid conclusion. Skilled at developing written products that are clear, concise, and delivered in accordance with important deadlines. Certified as a Government Financial Manager. Certificate in Federal Budget Management.   CERTIFICATIONS  Government Financial Manager Federal Budget Management  CLEARANCE  Top Secret  HONORS AND AWARDS  Franklin Award, 2005, Meritorious Honor Award, 2003, CFC Leadership Award, 2001   COMPUTER SKILLS  Excellent MS Office Suite including Excel and other Windows-based accounting program skills. |