

CHAD LESSARD

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SUMMARY

Budgeting Analyst with five years of experience in the professional services industry. Working directly with clients and project managers to monitor the financial health of engagements and provide financial reporting and analysis.

RELEVANT SKILLS

Data Analysis	Budgeting & Forecasting
Financial Reporting	Problem Solving
Data Management	Requirements Gathering

PROFESSIONAL EXPERIENCE

Oxford Global Resources, Beverly, MA
Engagement Delivery Coordinator (EDC)

June 2018 – Present

- Responsible for creating and maintaining budgets, timelines and invoicing for client engagements. Clients span multiple areas including Life Sciences, Engineering, Information Technology and Health Care. Budgets range from over \$1M and span over multiple years with teams of various sizes.
- Gather Client Requirements to generate pricing plans, project timelines and budgets to include in RFPs and proposals.
- Understand clients goals to develop a tailored resource plan and estimated project cost. Breakdown cost plan by multiple factors including labor, milestones, phases, expenses, travel, equipment, etc.
- Track client PO/invoices and report on irregularities and road blocks in project timeline.
- Create customized reports in Excel based on the client's requests and use visuals to show project status updates and accomplishments to date.
- Utilizing PeopleSoft Finance to create and maintain client billing profiles, invoice and PO records.

Technical Recruiter

May 2017– June 2018

- Source and screen highly skilled consultants to bring into the Oxford network.
- Understand consultants technical skills and how they contribute to project success.
- Maintain relationships with consultants.

Account Manager

April 2016 – May 2017

- Bring in new clients into the oxford network and build relationships.
- Understand client needs and generate customized RFP response.

Technical Recruiter

June 2015 – April 2016

- Source and screen highly skilled consultants to bring into the Oxford network.

TECHNICAL SKILLS

- **Excel:** Proficient with pivot tables, vlookups, time series, importing data, charts/graphs and creating custom reports.
- **PeopleSoft:** Finance 9.2 & HR 9.2: Used to manage client invoices/billing, profiles and resources, maintain project timelines, reconcile invoices against client records, and build custom client reports.
- **Salesforce:** Manage project forecasting and client RFP's.
- **Tableau:** Utilizing dashboards to visualize data and build reports..
- **Other:** Working knowledge in SQL, Python (numpy, pnadas, matplotlib), html and css

EDUCATION

Plymouth State University, Plymouth, NH
Bachelor of Science, Business Administration, May 2015

HOBBIES

- Music (Guitar, Piano, Bass, Ukulele), Hiking, Skiing and Snowboarding