

CHAD LESSARD

North Reading, MA 01864 | chadless1@gmail.com | (978) 304-6524
<https://chadless1.github.io/resume/>

SUMMARY

Budgeting/Pricing Analyst with six 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 engagements that value over \$1M with teams ranging from 20-100 in size for clients that span multiple areas including Life Sciences, Engineering, Information Technology and Health Care.
- Working with clients globally with multiple currencies. Responsible for maintaining currency conversion fees and change.
- Gather client requirements to generate pricing plans, project timelines and budgets to include in RFPs and proposals. Pricing plans differ 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. Audit any differences in client records versus internal records. Reconcile invoices and update PO records.
- Create customized reports in Excel based on the client's requests and use graphs and charts to show project status and accomplishments to date. Tracking milestones, completed documents and funds spent over month, quarter, year, etc.
- Project forecasting and scheduling for future work using past revenue and spend. Create roadmap for milestone completion.
- Utilizing PeopleSoft Finance to create and maintain client billing profiles, invoice and PO records. Also using Tableau to create financial reports and pull client data from PeopleSoft.

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.

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.

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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 and track actual revenue versus projected.
- **Tableau:** Utilizing dashboards to visualize data and build reports.
- **Other:** Base knowledge in SQL, Python (numpy, pandas, 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