

Jean Dwyer
85 Viscount Drive, Unit A-56
Milford, CT 06460
(860) 460-4249
Jdwyer110@gmail.com

CAREER SUMMARY

Financial professional experienced in analysis, budgeting, accounting, and project administration from leading pharmaceutical, research and development laboratories, investment banking and government industries.

PROFESSIONAL EXPERIENCE

Texas Veterinary Medical Diagnostic Laboratory (Agency at Texas A&M University),
College Station, TX **04/09 to 10/09**
Assistant Agency Director for Finance /Business Analyst

- Supervised the Agency's budget, accounts receivable, accounts payable and purchasing personnel. Hired financial staff and part time students conforming to budget constraints.
- Signed off on monthly and weekly compensation expenses and special bonuses.
- Prepared grant submission and spend plan for annual Federal funding.
- Revamped accounts payable processes to reduce outstanding invoices and prompt payment charges.
- Monitored prior year appropriations to ensure funds were appropriately utilized before expiring.
- Reviewed the Agency's procurement processes, maintenance agreements and capital expenditures to alert the Director of funding shortfalls and recommendations.
- Completed the year end closeout adhering to the Systems' requirements.

Booz Allen Hamilton, Orient Point, NY **10/08 to 01/09**
Science Applications International Corporation, Orient Point, NY **05/04 to 09/08**
Financial/Budget Analyst - Contractor for DHS Science and Technology Directorate

- Assisted government personnel in Washington, DC and at client site to develop, execute and monitor federal budget programs for research, operations, and upgrade projects for fiscal years 2004 through 2009.
- Determined the funding source for daily purchase orders and reviewed Statements of Work.
- Provided analytical support and served as a key advisor at the government's client site to continue operations and fund unplanned expenditures caused by delays in procurement awards, market volatility, weather conditions, and/or congressional actions.
- Collaborated with the site lead to conduct candidate searches and interview new administrative and accounting personnel to satisfy client's requests. Provided training to new financial hires.
- Interacted with various government agencies and contractors to gather information to report financial expenditures and program funding status to Center Director, Director of Operations and Program Analyst.
- Performed ad hoc analysis for special projects and requests, as needed.

Pfizer Inc., Groton, CT

06/99 to 12/03

Financial Associate-Capital Projects

- Provided financial analysis and accounting support for Pfizer Global Research and Development Laboratories' major capital projects (over \$10 million).
- Assisted project engineering, facilities, IT and scientific departments with all aspects of multiyear capital projects from inception to capitalization of assets.
- Prepared financial endorsements, lease versus buy analysis, assisted forecasting annual cash flows, and operating and depreciation expenses for projects.
- Tracked state grant and tax reduction incentive programs.
- Fostered effective partnerships with customers and neighboring departments (purchasing, accounts payable, shared services) to ensure compliance of financial policies and procedures for all major capital projects.
- Worked with internal and external auditors and coordinating site tours with local and state municipalities to obtain successful outcomes for all firm audits.
- Reconciled construction in process and various general ledger accounts.

Manpower/Accountemps, Temporary Assignments (Southeastern, CT)

02/98 to 06/99

Financial Analyst/ Accountant

Relocated from NY to CT and engaged short term assignments to gain knowledge of CT companies:

- Performed financial analysis of confidential budget data for tribal authorization at CT casino.
- Established accounting procedures at small boat manufacturing company.
- Assisted the controller of a Telecommunication Company with year-end audit mandated by their newly acquired parent company.
- Provided accounting support for major capital construction projects at a large pharmaceutical company which resulted in a full time job offer.

Salomon Brothers, Inc, New York, NY

06/90 to 01/98

Associate – Accountant, Cost Controller, Senior Accountant, Commodities and Financial Futures Operations Supervisor, Clearance Clerk

- Assisted with financials for the holding company's and legal entities' commodities activity.
- Instrumental in the implementation of Commodity back office transfer to Tampa, Florida.
- Served as a business unit cost controller for Firm General expenses and supported allocation methodologies to profit units.
- Supervised the international commodity operations clearance department.
- Point liaison between traders, exchanges, broker/dealers, general ledgers and trading systems, to ensure regulatory compliance. Responsible for daily transfer of customer and proprietary variation/margin obligations.

EDUCATION Pace University, New York **BBA Finance, Lubin School of Business**

COMPUTER SKILLS Microsoft Office. Various Financial/Accounting, General Ledger, Report Writer and Procurement Systems (Computron, FFMS, Business Objects, Ariba/Prism, etc.)