

# Marlon Joseph Pacheco

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**Summary:** I am an aspiring IT professional currently undertaking Coding Bootcamp. I have a solid understanding of business processes, accounting and office technology with years of experience in Business Management, Finance and Government work. Detail oriented but is also cognizant of the big picture. Competent problem solver with multi tasking skills and able to work under pressure.

## Competencies:

- Experienced in the application of practical management concepts, planning and implementation acquired from serving as a department leader of a local government; as well as hands on management of family owned trading and agricultural enterprises.
- Experience in working for multiple departments of local government.
- Knowledgeable on accounting principles, controls and office operations.
- Vast experience in the Accounting and Budget Management.
- Proficient in the use of Windows, MS Word, MS Excel, MS Access and SAP.
- Advance knowledge in MS Excel's PowerPivot and PowerQuery
- Experience in Naviline HTE, IBM BI Cognos 10, Workspace Advanced, Reports Studio
- Lean Six Sigma Black Belt Certified by City of Tyler
- Web development: HTML, CSS, Javascript, JSON

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**Education:** Bachelor of Science in Commerce Major in Business Management and Entrepreneurship  
San Beda College (Manila, Philippines)

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## Professional Experience

### Senior Financial Analyst – Budget and Research Department

City of Grand Prairie, Texas

April 2019 – Present

- Budget Development and Analysis
- Budget Modification and reconciliation
- Financial Research
- Vacancy Savings
- Salary Budget Development
- Position Tracking and Control for all City Departments

### Vehicle Service Manager/Fleet Auditor – Vehicle & Equipment Services Department

City of Tyler, Texas

June 2016 – March 2019

- Managed Department Expense, Capital Purchase, and Revenue Budget
- Budget Forecast
- Managed other City Department's Fleet Maintenance Budget
- Made budget recommendations for Vehicle Replacements, Maintenance and Fuel for all City departments
- Plan, direct, organize and monitor daily department operations
- Oversaw Fleet Maintenance and Parts Room Operations
- Responsible for procurement of new vehicles and equipment

- Evaluated Policies and SOPs for operations improvement
- Developed and assigns projects for improvement
- Assisted in the City's Yearly Budget Process
- Oversaw Oakwood complex building and equipment maintenance
- Oversaw Oakwood complex's TCEQ Compliance
- Responsible for the wellbeing of the department's 15-man staff
- Monitors and analyzes all City Departments' Fuel and Maintenance expenditures
- Tracks and analyzes departments' performance metrics
- Performed Inventory Audits and Shop Inspections
- Audits Offsite Fuel Tanks
- Prepared Council Communications
- Processes payments for Bulk Fuel and Oil and department expenses
- Tracks and analyzes department performance metrics

#### **Auditor & Lean Sigma Black Belt – Solid Waste Department**

**City of Tyler, Texas**

**March 2015 – June 2016**

- Internal Audit of Financials and Business Operations
- Audits Oakwood and Offsite Fuel
- **Budget Forecast**
- Develop and Manage Department Business Plans
- Assists in Customer Calls Maintain Excel Spreadsheets
- Lean Sigma Black Belt Duties as Assigned by City Master Black Belt
- Develops Lean Sigma Projects to improve operations
- Assists in the City's Yearly Budget

#### **HR Representative – Human Resources and Risk Management Departments**

**City of Tyler, Texas**

**March 2014 – March 2015**

##### **Risk Management**

- Processes Workers Compensation, Property and Casualty, and Collection Claims for the Risk Management Department
- **Budget Forecast**
- Generates Monthly Risk reports for all City Departments
- Monthly Safety Handouts
- Schedules Random Drug Test for City Drivers
- Organizes files for the Risk Management Department.

##### **Human Resources**

- Handles Temporary Employee requests for all City Departments
- Updates the Quarterly Business Plan for the HR Department
- Generates Monthly and Weekly Medical Benefits reports
- **Budget Forecast**
- Employment Verification
- Supplemental Budget Reports and processing (Finance Dept.)
- Assists in Payroll auditing
- Constantly creating ways to simplify HR processes by way of automation.

#### **Expenditure Analyst - Accounts Payable Downstream Canada**

**Shell Business Service Center - Manila**

**Solaris One, Makati Philippines****March 2013 – August 2013**

- Verified that accounts payable requests submitted for payment are properly authorized and that necessary documentation is attached prior to processing.
- Validated encoded invoices against source data to ensure that transactions are entered accurately into SAP and that company's guidelines for payment processing are complied.
- Determined and computed applicable tax charges and incorporated in the payment transaction.
- Ensured that processed expenditures are coded to the right General Ledger account and cost center.

**Invoice Processor I - Accounts Payable Shell Downstream Canada****People for People – Service Provider for Shell Business Service Center****Solaris One, Makati Philippines****October 2012 – February 2013**

- Processed invoices for payment accurately and entered transactions using SAP.
- Ensured payments are processed within company timelines to avail of early payment incentives or avoid late penalties.
- Ensured that duplicate invoices submitted for payment are not processed by reviewing and investigating system generated exception flags of potential duplicate transactions.
- Researched, resolved and responded to vendor queries regarding payment and account discrepancies.

**Managing Owner****Masagana Trading****Dinalupihan, Bataan, Philippines****February 2008 – September 2012**

- Managed the day to day operation of the store including preparing daily staff schedules, oversight of stock, sales and cash controls, resolution of operational problems, and daily close out activities.
- Developed the store's merchandising plan, ordering process, inventory reorder points and control.
- Managed banking relationships and transactions.
- Handled administrative duties such as recruiting, training and employee payroll.

**Bills Processor****Allied Banking Corporation - Loans and Discounts Department – Billing Section****Ayala Avenue, Makati, Philippines****March 2007 – January 2008**

- Ensured timely collection of loan accounts in accordance with bank policies and procedures.
- Prepared statement of accounts. Researched and responded to queries regarding accounts handled.
- Generated reports on corporate loan accounts for management review.

**Interned at Allied Banking Corporation Merchant Banking Division while in college**

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## References

### **Russ Jackson**

Director of VES, Parks, Transit and Solid Waste

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### **Keidric Trimble**

Chief Financial Officer

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### **ReNissa Wade**

Managing Director of Administration and Human Resources

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### **Kathleen Mercer**

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