

Marlon J. Pacheco

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Summary: A consummate professional with a solid understanding of business processes, accounting and budgeting technology with 10+ years of experience in Business Management, Finance and Local Government work. Detail-oriented while also cognizant of the big picture. Well-versed in process streamlining as well as being Lean Six Sigma Black Belt certified.

Professional Work Experience:

Senior Financial Analyst – Budget and Research Department

City of Grand Prairie, Texas

April 2019 – January 2022

- Coordinate the development, monitoring, and reporting of the City's annual operating and capital budgets, including the presentation of procedures, instructions, and schedules for the entire budget process.
 - Provide strategic planning and policy guidance in the adoption of the annual operating and capital budget.
 - Coordinate annual benchmark analysis of other municipalities in the DFW metroplex.
- Conduct and review revenue and expenditure projections, budget requests, capital project plans and potential funding restrictions.
 - Evaluate and analyze sales tax revenue growth, franchise fees, and utility rate schedules.
 - Prepare and review all budget documents and financial reports that come from the Budget Office.
- Present and explain budgetary analyses and make sound recommendations to departments, senior management, and City Council through the use of detailed spreadsheets, charts and graphs.
- Prepare City Manager's correspondence related to budget processes and documents.
- Responsible for the planning, coordination, and presentation of the annual Budget Workshop where the Proposed Budget is presented to City Council for review and discussion.

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

City of Tyler, Texas

June 2016 – March 2019

- Managed all Departmental Expenses, Capital Purchases, and the Revenue Budget
- Responsible for Budget Forecasting
- Made budget recommendations for Vehicle Replacements, Maintenance and Fuel for all City departments
- Accountable for the procurement of new vehicles and equipment using local and state government purchasing guidelines.
- Reviewed contracts for automotive parts, fuel, lubricants, external repairs, and other services.
- Oversaw City's auction and sale of surplus parts.
- Evaluated Policies and SOPs for operational improvement within the department.
- Oversaw Oakwood Complex Building & equipment maintenance, including TCEQ Compliance.
- Supervised the department's 15-man staff.
- Tracked and analyzed the departments' performance metrics.
- Performed Inventory Audits and Shop Inspections, including Offsite Fuel Tanks.
- Prepared Council Communications

Auditor/ Lean Six Sigma Black Belt – Solid Waste Department**City of Tyler, Texas****March 2015 – June 2016**

- Performed Financial and Data Analysis for the department, specifically assisting with the Annual Capital and Operating Budget.
- Audited Oakwood and Offsite Fuel.
- Responsible for Budget Forecasting and Development, including the Maintenance of all Excel Spreadsheets.
- Created and Managed the Departmental Business Plan.
- Lean Sigma Black Belt Duties as Assigned by City Master Black Belt.

HR Representative – Human Resources and Risk Management Departments**City of Tyler, Texas****March 2014 – March 2015****Risk Management**

- Processed Workers Compensation, Property and Casualty, and Collection Claims for the Risk Management Department.
- Responsible for Budget Forecasting.
- Generated and analyzed Monthly Risk reports for all City Departments.
- Scheduled and monitored random Drug Test Program for employees who drove City vehicles.

Human Resources

- In charge of Temporary Employee requests for all City Departments.
- Updated the Quarterly Business Plan for the HR Department.
- Generated Monthly and Weekly Medical Benefits reports for all City Departments.
- Assisted in Payroll auditing.
- Created innovative ways to simplify HR processes by way of automation.

Expenditure Analyst - Accounts Payable Downstream Canada**Shell Business Service Center - Manila****Solaris One, Makati Philippines****October 2012 – August 2013**

- Verified that Accounts Payable requests submitted for payment were properly authorized and that necessary documentation was attached prior to processing.
- Validated encoded invoices against source data to ensure that transactions were entered accurately into SAP and that company's guidelines for payment processing are fulfilled.
- Determined and computed applicable tax charges and incorporated in the payment transaction.
- Ensured that processed expenditures were coded to the right General Ledger account and cost center.
- Processed invoices for payment accurately and entered transactions using SAP.
- Ensured payments were processed within company timelines to acquire early payment incentives while avoiding late payment penalties.
- Ensured that duplicate invoices submitted for payment were 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.

Knowledge and Skills:

- Practical experience with basic management concepts, including serving as a department leader of a local government.
- Experience in the management of family owned grocery and agricultural enterprises.
- Experience working for multiple departments in a local government setting.
- Applied knowledge of accounting and budget principles, internal controls and office operations.
- Working experience with ERP software, specically Lawson.
 - Naviline HTE, IBM BI Cognos 10, Workspace Advanced, Reports Studio.
- Advanced knowledge in the use of Windows, MS Word, MS Excel, MS Access and SAP.
 - Advanced knowledge in MS Excel's PowerPivot and PowerQuery.
- Web development: HTML, CSS, Javascript, NodeJS, MySql, MongoDB.

Formal Education:

San Beda University; Manila, Philippines

Bachelor of Science in Commerce

- Major: Business Management and Entrepreneurship

Applicable Training:

Southern Methodist University; Dallas, Texas

- Full-stack Web Development Certificate
- Project Management Certificate

City of Tyler, Texas

- Lean Six Sigma, Black Belt Certified

References

*Available upon request