BUSINESS ANALYST

Highlights

- Forecasting and planning
- Advanced Excel modeling
- Budgeting
- Auditing
- Budget analysis
- Functional requirements

Experience

01/2014 to Current
Business Analyst Markel Corporation ï¼ Lakewood , MN

Primary architect for the development of $150M budget including 3 divisions and 4 companies within Ruffalo Noel Levitz (RNL). Work directly with CEO, CFO and division presidents.

Responsible for generating reports and quarterly analysisÂ for Board review. Includes projecting sales pipeline, hiring/compensation reports, commissions payments

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Created complex pricing model for $70M fundraising division. Excel driven, used to price thousands of products/services and has been used to evaluate theÂ profitability & gross margins Â of productÂ families .Â

Develop, track and audit commission plans for over 40 sales staff. Saved RNL thousands through audit findings that uncovered payments to sales staff that was not commissionable.

Work with parent (holding) company to understand customer lifetime value of cost of customer acquisition and retention.

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01/2012 to 01/2014
Grants & Contracts Administrator Ust Global ï¼ Boulder , CO

- Oversee $18 million of externally funded grants and contracts.
- Oversight includes developing and reconciling budgets, monitoring project expenditures, preparing financial statements, and advising faculty on the financial strategy of their research program(s).
- Forecast annual departmental grant expenditures and revenues for University of Iowa Hospitals and Clinics operational and capital budgeting process.
- Navigate outside vendors through University policies and procedures for new contract and equipment acquisitions.
- Act as liaison between outside vendors and inside departments such as General Council, Grant Accounting, Purchasing, and the Division of Sponsored Programs.
- Provide financial oversight for three research facilities including PET research, CT research and MRI research.
- Advise on initiatives to change operating processes, billing, and financial administration of both the CT and MRI facilities.
- Prepare financial forecasts to determine funding appropriations for research staffing, equipment acquisition and other expenses.

01/2007 to 01/2012
MRI Research Facility Program Manager The University Of Iowa ï¼ City , STATE

- Investigated grant opportunities for research facility through extramural agencies such as NIH and NSF.
- Solicited funding for shared instrumentation through the Carver Center Foundation and private funding sources.
- Aided facility director with R01, S10 and T32 federal grant submissions.
- Developed operational budget and revenue forecasts for facility.
- Set fiscal year scanner rate using pro-forma projections and long-term strategic initiatives.
- Monitored compliance of expenditures and practices.
- Compiled and reported fiscal year financial statements to facility director.
- Negotiated terms and conditions of large equipment purchases and contracts with outside vendors.
- Developed, tested, and implemented upgrades and improvements to online scheduling system and research website.
- Collaborated with contiguous research facilities (PET & CT) to standardize workflow and processes between departments and programs.
- Designed and implemented new policies and procedures to standardize workflow and to encourage collaboration, engagement, and retention of research staff.
- Provided supervision and leadership to research technologists and student employees.
- Coordinated schedules, assign job duties, and aided in employee development of staff.
- Oversaw multi-department training and development programs such as NA-MIC and BRAINS Camp workshops, as well as a 7T Lecture Series.

01/2006 to 01/2007
Senior Process Coordinator City , STATE

- Developed report-based Excel macros using Visual Basic Editor (VBA).
- Monitored at-home scorer progress by assigning targeted calibration sets, and administering warnings to scorers, placing scorers on temporary probation or releasing scorers from projects if validity statistics, rate or calibration requirements did not meet targeted quality metrics.
- Designed and distributed training modules for scoring support center staff using Microsoft PowerPoint and Publisher.

- Maintained six websites for at-home scorers and one website for regional scorers; posted breaking news items, updated human resources documentation, created interactive clickable pages and built web-based password reset forms.
- Created and compiled interactive end-of-project surveys for project managers, shift managers and administrative team members using "Web Surveyor.".

Education
July 2011
Master of Business Administration (MBA) The University of Iowa Tippie College of Business ï¼ City , State
December 2004
Bachelor of Arts (BA) : Business The University of Northern Iowa ï¼ City , State Business
Professional Affiliations
Iowa Hospital Association (IHA) Research Professional Advisory Council for the Institute for Clinical and Translational Science National Council of University Research Administrators (NCURA) Society of Research Administrators International (SRA) Computing Proficiency Oracle, PHP, MySQL Microsoft Word, Publisher, Excel and PowerPoint Selected Guest Speaker Presentation Grant Funding and the Capital Equipment Acquisition Process at The University of Iowa,", GE sales team meeting, Iowa City, IA, November 2013 Volunteer Work Johnson County Crisis Center Food Bank Iowa Valley Habitat for Humanity Waypoint Services for Women, Children and Families 2
Skills
Accounting, acquisitions, administrative, billing, budgeting, budgets, budget, calibration, contracts, Council, documentation, Editor, financial, financial forecasts, financial statements, preparing financial statements, forms, grants, human resources, leadership, director, macros, Excel, Microsoft PowerPoint, Publisher, NSF, policies, processes, progress, Purchasing, quality, Radiology, reconciling, research, scanner, scheduling, staffing, statistics, strategy, strategic, supervision, surveys, employee development, upgrades, Visual Basic, VBA, website, websites, workflow, workshops