

# Mike Tyburczy

## Operations Specialist

I am a motivated and proactive operations specialist with a passion for technology looking to use my analytical, project management, and technological skills in order to help grow a company's sales organization.

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## WORK EXPERIENCE

### Board Financial Reporting Lead - Global Program Partners Joint Venture

Jacobs Engineering Group

05/2020 - Present

Philadelphia, PA

#### Achievements/Tasks

- Prepare and present quarterly financials to the Joint Venture Board for \$77M Joint Venture
- Create and maintain KPI dashboard tracking and visualizing various metrics based on current needs
- Provide quarterly equity distribution recommendations to Board based off cash flow and current economic environment
- Create yearly JV budget plan, track financials against plan, and update year-end forecast quarterly
- Discuss financials with program director on a monthly basis and provide insights based off financial analysis and trends
- Create reports and assist in resolving operational challenges on an as-needed basis

### Project Controls Specialist/Project Accountant

Jacobs Engineering Group

10/2016 - Present

Philadelphia, PA

#### Achievements/Tasks

- Coordinate with cross-functional teams including Finance, Sales, Legal, and Project Delivery to ensure cohesion and timeliness of forecasts, project set-ups, and proposals
- Assist with developing quarterly forecasts and annual business plans utilizing workforce planning, Salesforce Data, and Oracle Data
- Work with sales managers to create price proposals ensuring correct rates and pricing is used and all RFP requirements have been met
- Act as a one-stop-shop for engineering project managers, assisting with managing financials, ad-hoc reporting, ensuring compliance with internal processes and procedures, and other as-needed tasks
- Conduct pricing review calls with sales and operations management as part of the proposal review process
- Track and improve Financial KPIs on a portfolio of projects
- Conduct monthly project reviews with operations leadership, identifying potential project problems early and assisting with the implementation of recovery plans
- Assist in onboarding and training new hires
- Maintain projects in Oracle according to current company policies and procedures
- Created a forecasting spreadsheet and process used by the Mid-Atlantic Project Controls team to more accurately forecast revenue and gross margin over the life of a project

## SKILLS

Hubspot

Data Analysis

Python

Pandas

Tableau

Microsoft Office

Javascript

SQL

Oracle Financials

Project Management

HTML

CSS

## SOFT SKILLS

Goal Oriented

Entrepreneurial

Organization

Problem-Solving

Time Management

Self-Motivated

Collaboration

## CERTIFICATES

Data Analytics Boot Camp Certificate: Rutgers University, New Brunswick, NJ

24-week intensive program focused on gaining technical programming skills in VBA, Python, R, JavaScript, SQL, Tableau, Big Data, and Machine Learning.

Hubspot Sales Management Certification

Online Course designed to help define your sales process/playbook and build sales training and onboarding programs to help a sales team grow

Hubspot Sales Software Certification

Online Course designed to demonstrate your ability to execute a sales process using HubSpot CRM and Sales Hub

## EDUCATION

BA in Economics

Rutgers University

09/2012 - 05/2016

New Brunswick, NJ

## INTERESTS

Travel

Sports

Machine Learning

Reading

Investing