



# MaLinda Holmes

## Financial Analyst with Security Clearance

Initiative-taking Budget Analyst with over 16 years of demonstrated proficiency in financial management and analysis. Proven track record of success in navigating diverse financial systems and executing strategic initiatives to enhance value. Skilled in building robust stakeholder relationships, ensuring regulatory compliance, and driving efficiencies to achieve organizational goals.

Authorized to work in the US for any employer

## Work Experience

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### Budget Analyst

Alaka'ina Foundation - Fort Meade, MD  
October 2022 to Present

- Synchronize budget and acquisition efforts, managing \$147M+ financial spend plans and drafting pre-award documentation to develop funding packages for the Joint Regional Security Stacks (JRSS) Program, a division of the PEO Cyber Security and Analytics Directorate with DISA.
- Achievement of 12% budget accuracy improvement and variance reduction by accurately forecasting revenue and expenditure trends for government contracts and spend plans.
- Accurately analyze budget proposals, resulting in a 15% reduction in forecasted expenditures for future fiscal years, while providing recommendations to align obligation and expenditure amounts with organizational goals.
- Fulfill budget execution oversight involving annual and multi-year direct and reimbursable DoD appropriations (Colors of Money), such as O&M, RDT&E, Procurement, and DWCF funds.
- Collaborate with subject matter experts (SMEs) and key stakeholders to inform decision-making by analyzing contract packages, spend plans, and program initiatives.

### Budget Analyst

Alaka'ina Foundation Family of Companies - Fort Meade, MD  
September 2019 to October 2022

- Spearheaded financial oversight of \$15M+ financial packages for Training PMO (SETS) and Cloud Services PMO (CSDM), optimizing cost, schedule, and performance using analytical software tools.
- Improved program efficiency by 15% through implementing timely spend plan updates as measured by meeting milestones and budgetary targets consistently for DCSA.
- Steered PMOs' fiscal year spend plans amidst PEO changes, resulting in a 5% reduction in budgetary discrepancies and ensuring seamless execution of contractual and financial modifications.
- Refreshed SNAP IT Investment Profile, resulting in securing 10% additional funding to address Unfunded Requirements (UFR), thereby enhancing project scalability and performance.
- Crafted, assessed, and optimized cost models, budgets, and performance metrics for client projects and initiatives.

## **Budget Analyst**

UIC Bowhead Family of Companies - Aberdeen, MD

February 2014 to December 2016

- Aligned \$350M+ funding while ensuring accuracy and effective management for CECOM, C4ISR, FMS (Foreign Military Sales), U.S. Army Security and Management Division (SAMD), and the U.S. Army Security Assistance Command (USASAC).
- Led financial life cycle management for 1000+ FMS case lines, totaling over \$350 million.
- Enhanced financial tracking capabilities by synchronizing with standard accounting systems (SOMARDS, GFEBS, etc.), resulting in a 5% reduction in errors and 8% increase in reconciliation accuracy for funds availability, obligations balance, and ULOs.
- Skillfully employed DoD financial systems and Microsoft tools proficiently for accurate reporting and analysis of budgetary and logistical documents.
- Coordinated with the PM and Weapon System Managers (WSMs) to ensure procurement had been delivered, had adhered to its budget, and was received by over 100 CENTCOM region countries.
- Developed, coordinated, and maintained detailed financial management program plans to efficiently utilize resources for approved programs; analyzed and executed budget impacts on funding programs that ensured the availability of resources for short and long-term funding requirements.
- Verified and submitted accurate financial reports promptly, maintaining seamless coordination with Division Chiefs.

## **Budget Analyst III**

JPEO-CBD Headquarters - Edgewood, MD

September 2013 to November 2013

- Partnered with Domain X Technologies in POM (Program Objective Memorandum) development, PPBE process, Operating Budget preparation, Unfunded Requirements (UFRs), and prioritization to meet budget year directives.
- Evaluated Budget Estimation Submission (BES) against President's Budget (PBES) to ensure accuracy and consistency in nomenclatures, subdivisions, and equipment.
- Conducted monthly program analyses to forecast financial health and ensure proactive management of program status.
- Collaborated on acquisition documentation development and conducted program milestone reviews to ensure project progression and adherence.

## **Government Accounting Analyst**

Lockheed Martin - Fort Meade, MD

May 2012 to January 2013

- Diligently analyzed funds for accurate distribution within fiscal year, ensuring compliance with OMB Circular A-123 guidelines using DISA's financial systems.
- Directed Finance and Government unit coordination, surpassing program goals through collaborative efforts.

## **Management Analyst**

Alutiiq - Chesapeake, VA

November 2008 to March 2010

- Facilitated cost control of contracts for the Army National Guard Bureau (ARNG) in Havre de Grace, MD, under the Department of Defense and for The National Institutes of Health (NIH) in Bethesda.
- Optimized procedures for DFAS payroll, FAR regulations, and contract compliance to enhance operational efficiency.

- Efficiently recouped \$500K+ in retroactive payroll for 5,000+ soldiers within 8 months

## Education

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### **Bachelor of Science in Accounting**

UNIVERSITY OF PHOENIX - Columbia, MD

March 2010

## Skills

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- MS Excel, MS Word, PowerPoint (10+ years)
- Costpoint (10+ years)
- Cognos (8 years)
- Deltek (10+ years)
- Forecasting (10+ years)
- Budget Management (10+ years)
- Oracle (4 years)
- Financial Analysis (10+ years)
- Microsoft SharePoint (10+ years)
- DoD Experience
- Account Reconciliation (10+ years)
- Financial Management (10+ years)
- Accounting (10+ years)
- Contract Management (10+ years)
- Process Improvement (10+ years)
- Market Research (5 years)
- Accounts Receivable
- Financial Acumen (10+ years)
- Financial Report Writing (5 years)

## Certifications and Licenses

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### **Secret Clearance**

January 2009 to May 2029

Secret Security Clearance issued from the DoD (Department of Defense)

### **Certified Investment Management Analyst**

## Additional Information

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## Specialized Training

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- Federal Appropriations Law

Graduate Studies USA Institute

- Fundamentals of Acquisition

Defense Acquisition University (DAU)