

**Robyn Ashley Bower**

Fredericksburg, VA

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**PROFESSIONAL PROFILE**

Personable and resourceful professional with 10 years of experience supporting the federal government in a financial capacity in fast-paced and dynamic environments. Supported Defense Threat Reduction Agency (DTRA) where involved extensively in the Program Objective Memorandum (POM) process and Budget submissions. Spent nearly 6 years as a DoD civilian at Marine Corps Systems Command (MCSC) managing Procurement, Operations & Maintenance, and Research & Development funding across multiple Fiscal Years (FYs) and heavily involved in Budgeting and Execution. Currently, supporting the Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S)). Area of interest is creating innovative tools to maximize efficiency and transparency between Program Managers and Financial Managers.

**EDUCATION**

| Year: | Degree: | Major:  | Granting Institution:               |
|-------|---------|---------|-------------------------------------|
| 2009  | BS      | Finance | Salisbury University, Salisbury, MD |

2-time 1<sup>st</sup> Team All-American in Women's Lacrosse

**CERTIFICATIONS**

- ✓ DAWIA Level II Business Financial Manager Certified
- ✓ DoD Level II FM Certified

**TECHNOLOGY SKILLS**

|                                   |       |            |                             |
|-----------------------------------|-------|------------|-----------------------------|
| Wide Area Workflow (WAWF)         | CCARs | PowerBI    | CERBERUS                    |
| Defense Agencies Initiative (DAI) | GFEBs | SharePoint | Defense Travel System (DTS) |

**PROFESSIONAL EXPERIENCE**

|                     |               |                |
|---------------------|---------------|----------------|
| Oct 2023 to Present | 40 hours/week | Alexandria, VA |
|---------------------|---------------|----------------|

**Position Title: Financial Analyst**

**Organization:** Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S))

**Company:** ANSER

**Description of Role/ Relevant Skills:** Financial Analyst in support of the Office of Industrial Base Policy (IBP) within the OUSD(A&S). Supports the execution of a Research, Development, Test and Evaluation (RDT&E) program valued in excess of \$1B annually by preparing and tracking funding documents through the full range of the obligation/expenditure cycles, and all supporting documents, transactions and reporting. Prepares and tracks Military Interdepartmental Purchase Requests (MIPRs) and Purchase Requisitions (PRs) DAI. Reviews/prepares reimbursable Support Agreements (FS 7600a) for every reimbursable MIPR. Supports all external partners through multiple communication methods, using good communication skills, in the utilization of funds distributed and tracking of contracts pending award for obligation. Updates Controls of Funds Plan and Execution methods to identify MIPRs issued and subsequent obligation and expenditure status across current and prior fiscal year to ensure the IBAS program's efficient use of funds. Monitors and reports the status of funds. Assists in preparation of the client's program responses to multiple unannounced financial taskers from Comptroller and other financial chain of command organizations and supports the Program in-depth financial execution information requirements within the full range of DOD's complex Planning, Programming, Budget, and Execution (PPBE) System to justify/defend/protect/execute resources within the program's financial portfolio. Works on DARQ and tracking unliquidated obligations.

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|----------------------|---------------|--------------|
| Jan 2018 to Oct 2023 | 40 hours/week | Quantico, VA |
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**Position Title: Financial Management Analyst- NH-0501-03 (GS13 equivalent)**

**Organization:** Marine Corps Systems Command (MCSC)

**Description of Role/ Relevant Skills:** As a Financial Manager (FM) was the primary advisor and financial Subject Matter Expert (SME) to the Team Lead (TL) regarding the Planning, Programming, Budgeting, Execution, and Assessment (PPBEA) process. Assisted and advised TL in the preparation of: POM, Budget Exhibits, Program Management Plans (PMP), Program Execution Plans (PEPs) Congressional Briefs, Reclamas/Appeals, and Cost Models. Developed and coordinated program specific financial taskers to include CERBERUS Spend and Phasing Plans, Funding Documents, Status of Funds/Financial Status Updates, EOM Report/Variance Explanations, and DARQ. Worked with TLs and stakeholders to ensure accurate and timely execution of program

funds. Participated in the IPTs and advised TL of any potential issues and/or solutions that affect the program. Meticulous in record-keeping, inputs, tracking, and updating of each Programs spend plan, as well as obligation and expenditure phasing into the CERBERUS Financial System. Responsible for executing funds by creating Purchase Requests and MIPRs in DAI and routing for approval. Demonstrated initiative while informing the Program Officers of the status of funds execution, variances to plans and the spend plans for their respective programs for continuity and situational awareness. Was able to adapt to the changing circumstances for each program while ensuring full funding of requirements and proper appropriation is used. Effectively worked with leadership in order to sufficiently update the Budget Exhibits to include the Program Schedules, Delivery Schedules, and anticipated award dates as applicable for both Procurement and RDT&E funds for each of the program for President's Budget submission. These updates are instrumental in successfully relaying and defending program plans to Headquarters (HQ) and Office of the Secretary of Defense (OSD). Offered thoughtful advice and recommendations to any problems that arise and works diligently to resolve funding issues. Showed unique ability to grasp new information systems quickly and to use complex excel formulas to include creating pivot tables for team/leadership use. Applied knowledge of fiscal law, regulations, policies, methods, and techniques of financial management. Provided day to day advice and assistance in all matters concerning planning and execution of program. Highly proficient in developing and using pivot tables in MS Excel.

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|--|---------------|------------------|
| Jul 2016 to Jan 2018   | 40 hours/week | Fort Belvoir, VA |
| <b>Position Title: Budget Analyst (Acquisition)</b><br><b>Organization:</b> Defense Threat Reduction Agency (DTRA)<br><b>Company:</b> Engility Corp<br><b>Description of Role/ Relevant Skills:</b> Supported the Advisory and Analysis Services (A&AS) contract with the Defense Threat Reduction Agency (DTRA) Research and Development Directorate Chemical and Biological Technologies Department. Supported the full scope of the Planning, Programming, Budgeting and Execution (PPBE) process, which consists of development of the Program Objective Memorandum (POM), the Budget Estimate Submission (BES), and the President's Budget (PB) submission. Assisted in preparing congressional briefs and high-level briefs including DASD Policy briefs, lab engagement briefs, HASC/SASC briefs. Attended POM meetings as support to the Joint Science and Technology Office (JSTO) for the Chemical and Biological Defense Program (CBDP) along with the Joint Services, JRO, PAIO, and JPEO. Supported the finance team with development of Spend Plans and analysis of financial performance with a primary focus on obligations and expenditures taking into account the continuing resolution authority (CRA) and meeting OSD benchmarks. Assembled and reviewed funding documents and PR packages during each CRA to commit funds to performers. Created quantitative and graphical analysis from a variety of informational databases for program management reviews of the investment portfolio. Assisted with clearing of unliquidated obligations. Deciphered large datasets, extracted meaningful information/conclusions, and created analytical and financial models to facilitate strategy development and provided a deeper insight into the investment portfolio. This included, but is not limited to, the ability to locate and fix discrepancies in the data as well as analyze obligations and expenditures. Analyzed and contributed to the development of Spend Plans and other financial reports across multiple fiscal years to ensure the Departments strategically positioned to meet obligation and expenditure goals. Responded to ad hoc data calls from internal and external stakeholders and provided insightful reports, generally requiring detailed analysis of the investment portfolio. Experienced working with intra-/inter-agency agreements, grants contracts, MIPRs, financial tracking, acquisition policies. |               |                  |
| Dec 2015 to May 2016   | 40 hours/week | Fort Belvoir, VA |
| <b>Position Title: Operations Analyst</b><br><b>Organization:</b> Army<br><b>Company:</b> Triumph Enterprises<br><b>Description of Role/ Relevant Skills:</b> Operations Analyst for Program Executive Office Soldier, Project Manager Soldier Sensors and Lasers (PM SSL) with specific emphasis on organizing, managing, tracking, and configuration control of documentation within the directorate. Updated reoccurring briefings, lists, documentation, and SharePoint sites. Point of contact on a wide variety of analytical, acquisition, and logistical issues. Planned, coordinated and supported operational and administrative functions for the Headquarters group of PM SSL. Served as first point of contact on a wide variety of analytical, acquisition, and logistical issues. Generated office reports as well as created spreadsheets and charts, and maintained databases and prepared status reports. Assembled information for various reports, briefings, and conferences. Prepared presentations, meetings with personnel and external visitors and receive external visitors of the executive manager.   |               |                  |
| May 2015 to Nov 2015   | 40 hours/week | Washington, DC   |
| <b>Position Title: Project Accountant/Lead Biller</b><br><b>Company:</b> DHA Group<br><b>Description of Role/ Relevant Skills:</b> Provided Financial Management Support as an Accountant supporting numerous Defense Logistics Agency (DLA) and Federal Bureau of Investigation (FBI) contracts. Managed the project billing lifecycle, from project set up, maintenance of the project, entering modifications and updating period-of-performance extensions, monthly billing, and cash  |               |                  |

collections. Monitored Accounts Receivable history and ensured all cash receipts are applied accurately. Managed the un-billed and open Accounts Receivable for assigned projects and provided monthly status reports to the Controller and CEO. Met with and corresponded regularly with DLA Contracting Officer Representatives (CORs) to discuss contract and invoicing matters. Generated invoices to submit to DLA through Wide Area Workflow (WAWF) and frequently conversed with DFAS. Tracked the CLINS and updated Accounting system for new contracts. Responsible for cost and budget analysis of over 40 task orders/projects as well as over 30 non-subcontractor vendors. Estimated monthly project/task order costs, labor costs, as well as non-subcontractor costs monthly and maintains spreadsheets accordingly. Compared the monthly actual costs after month-end close to the budget and analyzes areas of concerns that need to be addressed. Briefed the CEO and Controller on the budget analysis and areas of concern.

July 2014 to May 2015

40 hours/week

Charleston, SC

**Position Title: Payroll Technician- Entry on Board**

**Organization:** Dept. of State

**Company:** STG Inc.

**Description of Role/ Relevant Skills:** Payroll for Senior-Level Executive employees at Department of State for the Benefits/Entry on Board Global Compensation team. Global Compensation provides compensation services to U.S. Foreign Service employees, Dept. of State Civil Service employees, and Locally Employed (LE) staff, as well as, for U.S. Agencies Overseas and Annuity services for Foreign Service Retirees. Provided time and attendance, payroll, annuity payments, customer support, withholding, benefits, record keeping and reporting for our Civil and Senior Executive Service employees. Primarily responsible for T&A reporting, pay calculation, individual leave accounts, allotments of pay, processing benefits, entry on board reporting, answering questions regarding payroll matters, reconciling reports/accounts, performing manual calculations and calculating overpayments. Additionally, was involved in data collection and analysis through testing and assistance in implementation of a new process in the payroll system due to the roll-out of a massive State Domicile project.

## KEY QUALIFICATIONS

### High performer and innovative

As a FM at SYSCOM described as “Ms. Bower is a highly driven employee; she is always looking for a way to accomplish the mission faster and/or better. The transition to DAI has been a taxing experience on most people in MCSC, and particularly those within the FM competency. Ms. Bower developed reporting formats on her own in MS Excel to enable her to better monitor and evaluate financial data for programs and efforts. This effort enabled her to improve the team's obligation and expenditure rates, which helps not only the team but the overall PM financial effort as well. Additionally, in concert with some of her peers, she helped to develop a method to use a CERBERUS SPID as a Funding Action Request. This method has been adopted across the PfM, and has streamlined several FM processes. In addition to the above, Ms. Bower does not hesitate to provide assistance to team members and/or other FM competency members when they need help. She also participated as an instructor for FM 101. Ms. Bower is an outstanding employee who has unlimited future potential.”

### Communication and Teamwork

As a FM at SYSCOM described as “Ms. Bower was an essential participant in the new GCES funding document process. She identified and documented opportunities to enhance the CERBERUS tool to capture information required for contract support FMs to create a DAI funding document. She then provided presentations to PfM and DFM leadership requesting the implementation of her findings. In addition, she served on an IPT to develop the “long text” template that is also required with each funding document. The implementation of these two efforts eliminates the need for multiple duplicative documents and will reduce rejections and rework as both data and processes becomes standardized across the portfolio. Ms. Bower has provided training and guidance to both government and support FMs on the new process.”

### Ability to work independently and as a team member under tight deadlines with changing priorities and management directives.

As a FM at SYSCOM described as “Ms. Bower helped the team successfully execute a significant proportion of the FY22 funding allocated to the team, across PMC, RDTE and OMMC. Her efforts culminated in the team meeting benchmarks by the end of the FY. She maintains impeccable records, sends out updated spend plans on a weekly basis to ensure all team members are aware of execution status, and is always on the lookout for ways to improve obligation and expenditure rates. Ms. Bower is an outstanding communicator and teammate. She is always in communication with the team lead to update the status of all transactions, participates effectively in any team meeting requiring FM input, and is willing to help team members and others when needed without hesitation.”

### Proficient with Financial Systems and Microsoft Excel.

As the POM Lead/Budget Analyst at DTRA the client praised Robyn for her “outstanding contributions, particularly the extensive budget research and detailed program and management analyses. She made the process and product far superior to what I was able to do in the past. Clearly shows her ability to quickly grasp an understanding for the volumes of budget information and the array of management information systems.”