**Cornella Chambers**6927 Smith Station Road, Spotsylvania, VA 22553  
(301) 395-5388 ∙ cornellaf@yahoo.com

**Professional Profile**  
Experienced financial management professional with a proven track record in financial analysis, budgeting, and financial planning. Skilled in budget creation/execution, financial tracking and compliance, with an active DOD secret clearance.

**Core Competencies**

* Financial Analysis
* Financial Forecasting
* Planning, Programming, Budgeting, Execution (PPBE)
* Financial Tracking
* Contractual Compliance

**Professional Experience**

**Valiant Harbor International, LLC - Arlington, VA**  
*Program Analyst,* *Office of Naval Research (ONR) Code 32 Ocean Battlespace Sensing*

October 2023 – June 2024

* Provided support to Program Officers in planning, managing, and monitoring major RDT&E programs.
* Worked with Government personnel in monitoring and coordinating contracts and ongoing programs.
* Researched and compiled financial data for contracts/grants.
* Monitored contract/project timelines; created, monitored, and maintained files for program compliance.
* Created spreadsheets, spend plans and reports with statistical summaries and comparisons.
* Monitored program funds (commitments, obligations, and expenditures) in Navy Enterprise Resource Planning (ERP) to ensure benchmarks were met.
* Assisted in the development and maintenance of budgets; review invoices and develop projections regarding expenditure patterns.
* Reviewed/prepared financial reports and manage the approved budget based on Program Objective Memorandum (POM) and Presidential Budget (PB) allocations.
* Created and tracked purchase requisitions (PR) and military interdepartmental purchase requests (MIPR) using Navy Enterprise Resource Planning (ERP).
* Ensured financial resources are used in accordance with budgetary authority.
* Prepare and submit Obligation Phasing Plans (OPPs) to budget and allocate program funding; assist in generating responses to financial data calls.
* Prepared financial slides for various briefs, including congressional, program status, and milestone briefs.
* Researched, analyzed, and developed recommendations to support the organizational management of financial resources.
* Prepared clear and concise written communications and make oral presentations; participated in complex quarterly and mid year review.
* Communicated effectively with diverse groups; compute budget statistics; set up and maintain relational database files, perform queries, and retrieve data to prepare reports.

**Synchron LLC - Washington DC***Business and Financial Management Analyst, PEO Submarines SSN (X) Next Generation Attack Submarine*April 2023 – October 2023

* Provided financial management support to the Program Executive Office Attack Submarine in all aspects of planning, programming, budgeting, and execution (PPBE).
* Prepared budget reports reflecting planned, commitments, obligations, expenditures, and funds remaining for program managers and business financial managers.
* Created and tracked purchase requisitions (PR) and military interdepartmental purchase requests (MIPR) via Navy ERP.
* Tracked obligations, commitments, expenditures, and unliquidated obligations.
* Performed budget analysis to identify unliquidated obligations and created reports for business financial managers.
* Prepared purchase requisitions to recoup unliquidated obligations from naval warfare centers and field activities.
* Analyzed and tracked program tasks expenditure rate and collaborated with program managers on work completion dates or performance extensions.
* Collaborated with program managers, field activities, and PEO Carriers business financial managers to review and develop fiscal year budget requirements.
* Contributed financial data for quarterly financial discussions and budget estimate submissions (BES) to the Office of Secretary of Defense (OSD).
* Prepared fianncial slides to incorporate into Program Objective Memorandum (POM) briefs
* Developed and contributed to other program financial briefs as requested.

**CACI International Inc. - Washington DC***Business Financial Manager, PEO Aircraft Carriers  
PMS 312 In-Service Aircraft Carriers*October 2019 – February 2023

Provided financial management support to the Program Executive Office Aircraft Carriers in all aspects of PPBE.

Created and tracked purchase requisitions (PR) and military interdepartmental purchase requests (MIPR) using Navy Enterprise Resource Planning (ERP).

Tracked obligations, commitments, expenditures, and unliquidated obligations.

Performed budget analysis and created reports for business financial managers.

Participated in quarterly and mid year review.

Prepared purchase requisitions for unliquidated obligations and period of performance extensions.

Collaborated with various stakeholders to review and develop fiscal year budgets.

Participated in financial discussions and provided data for BES to OSD.

Developed and contributed to program financial briefs as requested.

**Precept LLC - Washington DC**  
*Sr. Financial Analyst, PEO SHIPS PMS 385 Strategic and Theater Sealift*October 2016 – October 2019

* Provided financial management support to PMS 385 BFM office and staff.
* Prepared monthly financial reports and developed briefs and metrics.
* Maintained financial records, spend plans, and assisted in budget creation.
* Created purchase requests via ERP and tracked their acceptance.
* Tracked obligations, commitments, and expenditures.
* Prepared monthly status reports and other financial reports as required.

**BETAH Associates - Gaithersburg, MD**

*Budget Analyst , Department of Justice Office on Violence Against Women (OVW) Peer Review Program*

December 2015-October 2016

* Provided task order budget and execution management support
* Supported a variety of financial management, analysis, and reporting activities ranging from strategic and execution processes, budget programming, formulation, and execution within the task order budget process
* Monitored adjustments in funding where necessary and making recommendations for project management corrective actions
* Performed tasks applying an understanding of operational requirements in relation to programmatic fiscal and functional objectives
* Analyzed requirements for executive, management and analyst level financial planning, formulation, and execution information reporting

**AECOM**  
*Sr. Budget Analyst, PEO Submarines PMS 450 Virginia Class Submarines and PMS 320 Electric Ships*  
December 2012 – December 2015

* Maintained financial records, spend plans, and program budgets.
* Tracked obligations and expenditures for overall program and individual elements.
* Prepared financial data for budget requirements and status reports.
* Prepared and controlled funding documents such as WXs and MIPRs.
* Gathered and analyzed contract data and tracked invoices.

**STF, System Technology Forum - Ft.Meade**

*Financial Analyst, DISA Defense Information Systems Agency*

October 2012-December 2012

* Maintained financial records and databases as directed
* Assessed and coordinated all financial data for appropriate action based on obligation and expenditure policies and procedures
* Tracked obligation and expenditures for overall program and each element of the program such as contractor support, acquisition agent, vendor etc.
* Program monthly Status Report:
* Communicated with customers and gather input (verbiage/cost) for incorporation to the monthly report
* Reviewed for inconsistencies and ensure required changes occur
* Developed monthly financial status summaries for overall program execution
* Prepared financial data for incorporation into Budget requirements/changes, Program Plan Contractor Execution, monthly status reports and other financial reports as required
* Developed/Prepared financial spreadsheets and briefing material as directed
* Performed research as directed
* Provided analysis and recommendations of acquisition and budget related information
* Lead version control and updates of financial/acquisition Program Books
* Prepared, tracked and controlled funding documents such as Military Interdepartmental Purchase Requests (MIPR) Packages
* Prepared Vendor Purchase Requests (PRs) used for funding customer requirements
* Accessed and utilized Wide Area Work Flow (WAWF) and EDA to gather/analyze contracts data, track invoices and receipt/acceptance documents
* Prepared input for the contractual monthly financial tracking reports submitted to Government leadership
* Tracked high/low level funding and budget control using Excel spreadsheets for government program expenditures
* Analyzed cost data for concerns and address for resolution
* Tracked and analyze Program costs, prepare and present reports to Program Controls Lead and other Program leadership
* Worked closely with and coordinate with DISA CFE on program financials.

**Alion Science and Technology**  
*Sr. Financial Analyst, PEO Aircraft Carriers,PEO SHIPS PMS 400D Arleigh Burke Class Destroyer, PEO IWS Integrated Warfare Systems IWS 1.0 AEGIS Program*  
April 2006 – September 2012

* Performed revenue recognition, monthly close actions, and budget analysis.
* Provided support for Division Managers and Program Managers, including spend plans and invoice tracking.
* Conducted financial analysis of contracts and developed budgets.
* Prepared financial reports and ensured compliance with regulations.
* Participated in cost proposal preparation and vendor invoice processing.

**Computer Proficiency**

Navy ERP, Costpoint, JAMIS, PRISMS, AutoDoc, STARS, COBRA, PBIS, NEPS, Enterprise Data Warehouse (EDW), iNAVSEA

Windows, Microsoft Office (Word, Excel, PowerPoint, Access, Outlook), MS Teams

Database Management, Internet Research

**Professional Training**

Sarbanes-Oxley (SOX)

Organizational Conflicts of Interest (OCI)

GAAP, DFAR, FAR

Earned Value Management (EVM)

Defense Acquisition University courses

**Education**

J. Sergeant Reynolds  
Richmond, VA  
Coursework in Business Administration (June 2001)