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| **Professional Profile** | | |
|  | Detail-oriented professional with over 12 years of project controls and financial analysis experience. Proficient in Cost/Budget Analysis, Forecasting, Project Management, Project Analysis. | |
| **aPPLICATION eXPERIENCE** | | |
|  | MS Office, Hyperion, Shwere Point, Clarity, Ariba, Oracle, ERP | |
| **Experience** | | |
|  | **12/12-2/16 ARRIS Group, Inc. Horsham, PA**  **IT Senior Financial Analyst**   * Provided financial analysis and project controls for 5 tracks within the IT Department. * Created, and submitted annual Capital and Expense budgets to Finance for all projects within the IT Dept. * Monitored, maintained and reported monthly financials for the Expense, Operations, Capital, and Integration budgets. Presented findings monthly meetings to the CIO. * Provided variance analysis and further investigate resolutions. * Responsible for reviewing and approving all purchase orders within IT. * Reviewed SOW's as they were submitted for funding, resolve inconsistencies. * Responsible for the creation and tracking of all outside and operational resources in IT. (200+ resources). Point person for all on boarded IT resources for approval. * Acted as liaison to all Project Managers and to those on the Senior Leadership Team for all financial needs. * Assist in forecasting IT Projects ensuring projects include all resources, hardware, and software while staying within budget. Advise on discrepancies and suggest resolutions. * Responsible for creating and maintaining vendor headcount and consumption reports. Resolve worked discrepancies with vendors. * Provided Actuals and accruals to Finance on a monthly basis. * AdHoc Reporting.   **6/12-10/12 Northeast Utilities Newington, CT**  **Senior Cost Analyst**   * Monitored, maintained, and report on budgets, reimbursable contracts, and other financial activities * Provided financial analysis and project controls for 5 tracks within the IT Department. * Created, and submitted annual Capital and Expense budgets to Finance for all projects within the IT Dept. * Monitored, maintained and report monthly financials for the Expense, Operations, Capital, and Integration budgets. Presented findings monthly meetings to the CIO. * Provided variance analysis and further investigate resolutions. * Responsible for reviewing and approving all purchase orders within IT. * Review SOW's as they were submitted for funding, resolve inconsistencies. * Responsible for the creation and tracking of all outside and operational resources in IT. (200+ resources). Point person for all on boarded IT resources for approval. * Acted as liaison to all Project Managers and to those on the Senior Leadership Team for all financial needs. * Assist in forecasting IT Projects ensuring projects include all resources, hardware, and software while staying within budget. Advise on discrepancies and suggest resolutions. * Responsible for creating and maintaining vendor headcount and consumption reports. Resolve worked discrepancies with vendors. * Provided Actuals and accruals to finance on a monthly basis. * AdHoc Reporting for Transmission projects in the PMO * Responsible for obtaining, providing, and implementing information and recommendations to meet project goals and positively influence project direction. * Perform cost forecasting, monitoring and control activities including the preparation of cost performance and productivity reports, analysis of supporting data, variance reporting and special studies. * Worked with project estimates and cash flow/budgets to monitored and communicate status, variances, trends and completion costs for projects and individual contractors, reports corrective action if necessary. * Assist in the review of bid specifications, change orders, invoices and performance for vendors, contractors and material contracts. * Evaluated the cost impacted of scope changes and/or productivity changes. Evaluated variances. * Provided cost engineering liaison and interface for projects with Financial and Tax Departments, Plant and General Accounting, Purchasing and Stores. * Provided actual man-hour, quantity and productivity input to Planning and Scheduling to assist and identifying project forecasted activity durations. * Responsible for project/worked order closeouts. * Prepared and submitted journal entries.   **1/12-4/12 Sunrise Systems Fort Washington, PA**  **Project Manager – Contracted Position for GMAC**   * Project Manager for the Global Supplier Risk Management Team. * Responsible for overall coordination/management, status reporting and stability of projects for solution teams. * Established and implemented project management processes and methodologies to ensure projects were delivered on time, within budget, adhere to high quality standards and meet customer expectations. * Managed multiple risk assessment projects at once. * Determined and met customer expectations on solution development, progress reporting, and frequency of communication. * Provided constructive feedback within the team, suggesting actions to improve individual and team performance. * Assist the LoB (Line of Business) in performing the operations, technology, legal, and compliance assessments. * Responsible deliverables of all risk specialists performing supplier risk reviews. * Led all kick-off and closure calls. * Responsible for scheduling onsite supplier visits and gathering requirements. | |
|  | **04/08-6/11  Exelon Corp    Philadelphia, PA**  **Cost Engineer**   * Project Analyst to 7 Project Managers with over 211 projects. Projects range from $200k to over $34mil. Projects included: Transmission, Distribution, Reimbursable, Smart Grid (portion), and Programs. * Compile, forecast, and analyze data on all of the factors that can influence costs, such as materials, labor, contractor labor, for the duration of the projects. This included monthly meetings with each project manager to ensure accuracy. * Provided support in the development of cost breakdown, accruals, and forecasts for the timely submission into the intended portfolio. * Effectively communicated with project managers and vendors on a monthly cycle ensuring all stakeholders were informed. * Created and maintained Monthly and Year-To-Date Actual, Forecast reports and pivot tables which were used each month by all PM’s. * Evaluated Material Request Reports; assist in forecasting prospective material * Analyzed variances in cost performance against the original plan and adjusted budget. Identified risks and opportunities. * Created Project Authorization Request Forms for approval for projects where requested spend is over $500k. * Analyze and validate all contractor accruals. Challenged all inaccuracies. * Prepared monthly variance analysis for projects. Suggested resolution to impacted on project schedule and/or cost. * Assist with project budget entry and analysis in to the Financial Tracking software (Clarity); Ensured accuracy. * Participated in monthly Project Management meetings with Project Managers and Cost Engineers providing any necessary support and documentation as needed. * Supplied analytical reports that required a short turnaround due to time constraints.   **06/05-12/07**     **Iron Mountain               Collegeville, PA**  **Project Manager/Production Planner**   * Coordinated and managed the implementation of a large scale data restoration project for a major financial services client. * Revised project plan and executed all worked to be performed and allocate accordingly. * Supervised daily in house operations as well as sub-contractor operations. * Served as the primary contacted for client to ensure all stakeholders is in sync. * Generated daily, weekly, and monthly reports on all metrics. Distributed and resolved all outstanding issues, escalate if needed. . * Responsible for meeting the weekly Service Level Agreement to maintain the company’s overall budget expectations. * Responsible for any ad-hoc requests. Reviewed information and distributed accordingly for successful and timely completion. * Facilitated in shift transition, compliance, and integrity of the information for the completion of each job. * Received and assigned eDiscovery Services in response to litigation deadlines using various types of media. * Created process documentation pertaining to production planning. * Troubleshoot with customers/Implementation Managers, and Sales Engineer’s to ensure all information needed from customer is correctly provided and any outstanding issues were taken care of immediately. | |
| **Education** | | |
|  | | 1997-1999         Montgomery County Comm. College      Blue Bell, PA |