

JOHN DOE

1013 Brown Avenue

Portland, OR 23322

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John.Doe@navy.mil

15+ Years of Federal Experience; United States Department of the Army

Level of Secret Clearance: Secret

United States Citizen

OBJECTIVE

Target Job Title: Management and Program Analyst

Department: Department of Homeland Security

Hiring Organization: United States Coast Guard

Location: Portsmouth, VA

Salary: \$66,729.90 - \$87, 867.32

Series and Grade: GS - 0343 - 13

Job Announcement Number: DSS-17-1859192-MP

PROFESSIONAL SUMMARY

Service-oriented and performance-driven leader leveraging 15+ years of experience, including seven years of progressive leadership and a series of consistent promotions in the United States Department of the Navy. Achieved upward mobility to current GS-12 position as a Financial Management Analyst for the Military Sea Lift Command's Comptroller Departments' Budget Execution Division.

Interested in achieving additional leadership responsibility with a GS-13 position involving the provision of strategic recommendations on civilian personnel management, labor relations, staff and administration to the Chief of the Personnel Division. Possess strong, transferable skill sets for a Civilian Resource Coordinator for LANT staff members.

Highly proficient in analyzing business operations and organizational structure to identify areas in need of corrective actions and process improvements to ensure workforce optimization. Skilled in the design, development and deployment of high-profile and/or large-scale programs. Exercise effective consultative methodologies with management officials on policies and their prospective impacts on civilian personnel and labor management relations.

Drive process improvement, change management, and effective processes to boost departmental productivity and to eliminate inefficiencies. Excel in coordinating financial program operations and is skilled in interpreting financial policies and procedures. Demonstrate best-in-class performance in efficient financial processing, including revenue and expense reporting. Accurately interpret working capital fund principles and practices. Able to present recommendations for improvement on financial practices for the working capital fund organizations to ensure fiscal responsibility.

Offer advanced knowledge of Oracle financial management systems (FMS) and financial databases such as Standard Account Reporting Systems-Field Level (STARFL) and Standard Labor Data Collection Distribution Application (SLACADA). Able to ensure transactions accuracy while also conducting research and reporting on financial data in FMS. Highly proficient in Appropriation Law interpretation, project establishment, and funds certification. Also presents corrective actions to eliminate budget inaccuracies and/or performance issues.

Drive quality improvements, change management and efficient processes to boost departmental productivity and to eliminate inefficiencies. Able to oversee work performed by subordinates to ensure conformance to internal and external requirements. Design, develop, and deliver training curriculum to personnel on various systems and management regulations.

EMPLOYMENT HISTORY

Name of Company: United States Department of the Navy

Department: Military Sea Lift Command, Comptroller Department, Budget Execution Division

Job Title: Financial Management Analyst, GS-12

Location: Portland, OR

Dates of Employment: 2015 - Present

Hours Per Week: 40

Annual Salary: \$73,380.00

Name of Supervisor: Helen Brown

Supervisor Contact Information: 757.467.2988

Permission to Contact Supervisor: Yes

Core areas of responsibility include providing mission-critical support to US Navy ships in all phases of budget administration in the Budget Execution Division on a GS-12 level. Take leadership initiative to manage fiscal and operational aspects of large and complex programs of comptroller department. Develop, recommend and implement process improvement initiatives. Lead and collaborate with multi-disciplinary teams to stimulate organizational change management. Plan work and set priorities to ensure effective and efficient mission accomplishments.

Highlighted Achievements:

- Perform GS-12 initiatives including entering funding documents into Oracle Financial Management Systems (FMS), tracking the funding received, monitoring and approving budget authority changes. Provide funding certifications for direct and reimbursable requisitions.
- Implement corrective actions for budget performance issues. Efficiently eliminate errors and/or discrepancies to program and accounting to heighten accuracy of financial reporting.
- Display high level of proficiency in working with reports in multiple formats including FMS, FMS Oracle Discoverer and Financial Data Mart (FMD) for use in internal/external financial analysis and reporting.
- Align business transactions with financial and management policies to meet audit standards.
- Analyze, interpret, and present data to process owners. Present information for developing process improvements for internal controls, system design, and statutory compliance.
- Develop performance standards; provide technical/administrative oversight, advice and instruction to accurately evaluate employee performance to meet command's goals.

Name of Company: United States Department of the Navy

Department: Military Sea Lift Command, Comptroller Department, Budget Execution Division

Job Title: Financial Management Analyst, GS-0501-11

Location: Portland, OR

Dates of Employment: 2011 - 2015

Hours Per Week: 40

Annual Salary: \$58,000.00

Name of Supervisor: Helen Presser

Supervisor Contact Information: 757.753.2988

Permission to Contact Supervisor: Yes

Core areas of responsibility included utilizing Oracle Financial Management System (FMS) for project establishment and to research, monitor, and report on financial data and expenditures. Interpreted Appropriation Law for acceptance and execution of customer funding including Funds Certification. Administered complex analysis of budget and accounting initiatives in working capital fund and appropriated fund organizations. Conducted in-depth evaluation of budget

requests as well as reporting of revenue and expenses. Served as lead on new budget administration projects and produced reports on projects by program to ensure financial goals were consistently achieved.

Highlighted Achievements:

- Ensured funding requirements were met in alliance with mandated directives and policies by accurately assessing working capital fund principles, policies, and practices.
- Oversaw reimbursable reconciliations, submitted funding amendments into FMA and displayed expertise in working with various types of financial spreadsheets.
- Certified availability of funds and reviewed funding documents to ensure adherence to policies and regulations.
- Employed Oracle FMS to execute funding certifications for direct and reimbursable requisitions. Established revenue and cost budgets. Provided administration of sponsor agreements and initiatives within FMS.
- Analyzed execution of travel budget expenditures to eliminate anti-deficiency violations.
- Proved vital to program manager and senior staff officials by analyzing financial and budgetary program changes. Collaborated with managers on identifying needs for funding and distributing requests for funding externally.
- Conducted reimbursable budget status report PSI including travel, salary, maintenance and repair (M&R), ship equipment and port services funding.
- Recommended cost and benefit analysis to strengthen financial management practices and to sustain enterprise's programs and administrative functions.
- Served as liaison between N8 and class/program managers with a focus on delivering financial support and acting as subject matter expert of budget execution division initiatives.

Name of Company: United States Department of the Navy

Department: Military Sealift Command, Washington Navy Yard

Job Title: Financial Management Analyst

Location: Portland, OR

Dates of Employment: 2011

Hours Per Week: 40

Annual Salary: \$48,000.00

Name of Supervisor: Dave Laden (retire)

Supervisor Contact Information: N/A

Permission to Contact Supervisor: Yes

Core areas of responsibility included monitoring and tracking financial reports. Executed reimbursable document reconciliation and provided funding status reports for multiple initiatives. Also executed funding transfers for Ship Support Units (SSUs) in FMS and realigned funding in FMS.

Highlighted Achievements:

- Processed FDM Report 84 for indirect and direct budgets and actuals by program. Also assisted in processing BPS Report 115 for budgets according to program, ship and expense category type.
- Conducted BPS Report 320 to ensure accuracy of budget information for multiple ships according to program and billing specifications.
- Developed BPS 640 Report to track fuel statistics and expenses for sea days as well as slow steam and cold iron days.

Name of Company: United States Department of the Navy

Department: HR, Pentagon

Job Title: Financial Management Analyst, GS-0501-09

Location: Washington, DC

Dates of Employment: 2011

Hours Per Week: 40

Annual Salary: \$48,000.00

Name of Supervisor: David Harrison

Supervisor Contact Information: 857.374.0909

Permission to Contact Supervisor: Yes

Core areas of responsibility included research initiative in civilian Human Resources Office of the Pentagon. Support process of classifying high-level positions. Attained recognition for pioneering implementation of new programs to monitor workload and performance of civilian employees.

Highlighted Achievements:

- Performed in-depth assessments of PD performance to facilitate upgrades and promotions. Conducted advanced research initiatives in the automated PD systems.
- Assisted in implementing new program, Automated Work Performance System (AWPS) to monitor workload, performance, time, and attendance of employees.
- Proceed reports/spreadsheets tracking employee workload with specific indicators including type of work achieved and dates of project accomplishments.
- Presented comprehensive training curriculum to all civilian personnel across the Pentagon's HR department on operation of new AWPS systems. Delivered hands-on instruction as well as classroom and group sessions.

Name of Company: United States Department of the Navy

Department: HR Office and Contracting Division, NAVSUPSHIP

Job Title: Financial Management Analyst, GS-0501-07

Location: Gulfport, MS

Dates of Employment: 2010

Hours Per Week: 40

Annual Salary: \$38,000.00

Name of Supervisor: Cindy Brannon

Supervisor Contact Information: 848.123.9284

Permission to Contact Supervisor: Yes

Core areas of responsibility included field tour involving preparation of RPAs, administration and assistance, and education of employees on benefits, EEO, and ADR processes.

Highlighted achievements include:

- Enhanced productivity and efficiency of full-time HR office specialist by researching specifications of HR rules, regulations, and policies. Also managed OPF records.
- Attained vast breadth of knowledge in many facets of HR/EEO by taking initiative to compile information, develop reports and research leading-edge issues in HR management methodologies.
- Provided administrative support to senior contracting officers. Assessed requests for contracts, ensured compliance with regulatory requirements, reviewed statements of work, ensured availability of funding obligations and monitored accounting procedures.
- Developed reports for higher level contracting specialists and other officials across the NAVSUPSHIPS organization.

Name of Company: United States Department of the Navy

Department: Rotational Tour, DFAS Headquarters

Job Title: Financial Management Analyst, GS-0501-07

Location: Cleveland, OH

Dates of Employment: 2010

Hours Per Week: 40

Annual Salary: \$38,000.00

Name of Supervisor: Cindy Brannon

Supervisor Contact Information: 848.985.9284

Permission to Contact Supervisor: Yes

Core areas of responsibility included rotational tour initiative of garnering experience in the DFAS financial process at the field level.

Highlighted achievements include:

- Attained understanding of proper procedures for reviewing and assessing budget requests. Also implemented cost controls and reporting of expenditures.
- Managed, amended, and closed out financial accounts for customers via various modes of communication on funding issues. Employed best-in-class customer service.
- Proved vital on team projects to analyze operations and financial procedures. Created process improvement recommendations for senior management. Led the initiative to streamline workflow to boost departmental efficiency and effectiveness.
- Won departmental-wide recognition for exemplary performance with a letter of appreciation and positive feedback to homeport command for value-added contributions.

Previous Positions:

Financial Management Analyst, GS-0501-07 | UNITED STATES DEPARTMENT OF THE NAVY, NAVSUPSHIP FINANCIAL BUDGET EXECUTION, 2009 - 2010

Quality Control Specialist | CROWN MANAGEMENT, NAVAL AIR STATION, 2007 – 2008

Operations Manager | HOLLEY’S LAWN & BUSH HOGGING, 2004 – 2007

Military Personnel Specialist | LANDRUM TEMPORARY SERVICES, NAVAL AIR STATION, 2001 - 2004

EDUCATION

BA, Communication Arts | UNIVERSITY OF WEST FLORIDA, 2009

GPA: 3.8

ADDITIONAL TRAINING, PROFESSIONAL CERTIFICATIONS AND CONTINUING EDUCATION

Additional Military Training, 2012-2015

Oracle Financial Management System (FMS), FMS Fund Certifier, Business Process Standardization (BPS), Financial Data Mart (FDM), Excel 07 VBA, Excel 07 Pivot Tables, Fiscal Law Refresher and LMS Certification Level I.

Financial Management Trainee Program, 2009-2011

Online classes included: Principles of Appropriation Law, Principles of the Navy Budgeting, Department of Navy Funds Usage Documents, Fundamentals of Navy working Capital Fund, FM101, Excel 1 & 2, Basic Statistics and Oral Communication (UWF)

PROFESSIONAL AFFILIATIONS

Member, NAME OF ORGANIZATION, Years of Membership

AWARDS AND PROFESSIONAL RECOGNITION

On-the-Spot Award of \$1K | UNITED STATES DEPARTMENT OF THE NAVY, 2015

Attained \$1K cash award for outstanding performance | UNITED STATES DEPARTMENT OF THE NAVY, 2014

Performance Award | MILITARY SEALIFT COMMAND (MSC), 2014

CORE COMPETENCIES

Financial Management Analysis | Process Improvement | Change Management | Financial Processing | Expense Reporting | Capital Fund Principles | Training Curriculum Design & Deliver | Regulation Compliance | Budget Analysis Cost Savings | Cross-Functional Leadership | Administrative Support | Customer Service | DoD Policy and Regulations

LANGUAGES

Fluent in English (Native)

Conversational Proficiency in Spanish

VOLUNTEER AND COMMUNITY OUTREACH

Assistant Cheer Coach, SYLVESTER A. HOLLEY, JR., MOTORCYCLE MEMORIAL DAY, *Pensacola, FL*, 2008-2013

Volunteer Greeter, MT. LEBANON BAPTIST COMMUNITY CHURCH, *Chesapeake, VA*, 2012-2013

TECHNICAL AREAS OF EXPERTISE

Oracle Financial Management Systems (FMS) | Financial Data Mart (FDM) | Automated Work Performance System (AWPS) | Standard Account Reporting Systems, including Field Level (STARFL) and Standard Labor Data Collection Distribution Application (SLACADA) | MS Office with a specialization in Excel

REFERENCES

Name of Reference

Job Title

Name of Company / Organization

Address

City, State, Zip Code

Email Address

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