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Objective

Finance/Accounting/Business Analytical position with a growing organization which will utilize my MBA coursework as well as my financial analyst, sales, legal, and military experience to support company goals and offer opportunities for advancement.

Summary of Experience

- MBA graduate; relevant coursework includes Financial Management, Financial Modeling, Business Firm Valuation, Accounting Information Analysis, Commodities, Data Analytics, Investment Management Analysis, and Operations Optimization.
- Retired military member of the United States Air Force; achieved Security clearance.
- Financial analysis experience with U.S. Department of Housing and Urban Development; analyzed management of occupancy for subsidized housing and assisted Public Housing Agencies with facilities management.
- Software experience with Microsoft Office Suite, SAS, and STATA statistical software

Education

University of Colorado Denver, Denver, CO, July 2017

- Master of Business Administration (MBA) GPA: 3.12

University of Colorado Denver, Denver, CO, August 2013

- Bachelor of Arts, Economics. GPA: 3.49

Professional Experience

Zap Engineering, Lakewood, Colorado. Project Financial Analyst. October 2018 - Current

- Currently financially manage over 5 projects that amount to over \$26,000,000 of oversight
- Setup and maintain project cost codes and profitability reports including cash flow statements that are evaluated by management up to and including company chief executive officers
- Assist project managers in setting up initial project budgets and monitoring budgets throughout project with weekly field service budget projections that are sent out to project managers, construction managers, and project controls specialists
- Work with project team to assist in executing a successful project and closeout
- On average processing \$160,424.48 a day in payments, fund transfers, and analysis daily
- Create and present monthly project financial reports using Excel and PowerPoint to communicate company spending trends and financial positions

- Initiated and created company invoice tracking system which monitored aggregate invoice amounts, total tax amounts, average invoice worth, invoice count per employee, average days to approve invoices, and invoice error %
- Responsible for multiple cost analysis projects for the vice president of engineering for materials costs, contractor costs, and other various engineering costs

CoreStaff, Retirement Specialist. Greenwood Village, Colorado. November 2017 – March 2018 (Contract).

- Initiated proactive/follow-up phone calls on pending issues to ensure a timely and expert completion thus saving the company money on unnecessary call-backs or the loss of current customers
- Demonstrated knowledge of product and company transaction requirements by attaining only high call monitoring scores

University of Colorado - Business School, M.B.A Candidate. Denver, Colorado. August 2016 - July 2017

- 11 Month full time MBA program
- Post graduate studies

United States Air Force/Colorado Air National Guard. Aurora, CO. May 1996 - January 2017

- Honorably retired after ten years on active duty and ten years with the Colorado Air National Guard
- Supported the security of the nation by ensuring that an F-16 fighter unit was able to successfully deploy; activities included the monitoring of equipment maintenance, inventory levels and ordering, personnel training, and information security; managed small teams while deployed overseas

U.S. Dept. of Housing & Urban Development, Internship, Denver, CO. June 2013 - August 2013

- Conducted financial analysis report that was later used by the director to inform Colorado Legislative members on the efficient use of government funded initiatives

Community Service and Other Activities

Trinity United Methodist Church, 2018

- Served meals at the oldest church in Colorado which also centers as a food kitchen twice a week for the homeless population of Denver, CO.

Joshua Station, 2017

- Partnered with the University of Colorado Business school in writing a report on this 2 year transitional housing program for single and two-parent families with children
- Served meals to recently homeless families who are trying to heal and recover from their hardships and move forward with the help of this wonderful program
- I personally sold my created artwork to their art auction which provided money for the program

Colorado Air National Guard, Base Family Support Coordinator, 2015

- Supported deployed members of the base and their families by ensuring communications and connection to base emergency resources

Army National Guard Flood Relief, 2013

- Supported missions to provide relief to flood victims of the State of Colorado

United States Air Force Crash Recovery Team, 2002 – 2003

- Conducted field investigation and recovery of downed aircraft and provided closure to families of downed aircrew