SCOTT HARRIS

1234 Any Street, Macon, GA 31201 ■ Cell: (123) 456-7890 ■ sharris@email.com

FINANCIAL ANALYST / PROPOSAL MANAGER

Detail-oriented Financial Analyst / Proposal Manager with fifteen years of experience and expertise in financial tracking, budgeting, forecasting, spend plan development, and contract proposal management for Department of Defense programs. Proven record of analyzing financial data to accurately plan costs, labor, yields, and overhead rates. Ability to adhere to Governmental Accounting Standards Board (GASB) and General Services Administration (GSA) guidelines.

Core Competencies include:

- Financial Analysis
- Contract Development
- Budget Allocation
- Process Improvement
- Database / Records Management
- Government Operations
- Military Acquisitions
- Problem Solving

CLEARANCE AND CERTIFICATIONS

CURRENT SECRET CLEARANCE *PR Date: January 2010*

PROFESSIONAL EXPERIENCE

NORTHROP GRUMMAN, Warner Robins, GA 2009 – Present

Budget Analyst / Auditor

- Oversee $80M+ operations and maintenance, research and development, foreign military sales, military construction, and reimbursement fund accounts.
- Track and schedule financial budgeting and forecasting to develop expense projections and labor forecasts.
- Generate reports detailing expenditures, disbursements, and obligations, verifying each line of accounting and analyzing major drivers in budget variances.
- Complete work requests, review purchase orders, and process Military Interdepartmental Purchase Request (MIPR's) forms, ensuring all requests fall within scope of budget.
- Participate in monthly and year-end close outs for all accounts and monitor corrective action plan status for selected accounts.

UNITED STATES ARMY, Savannah, GA 2006 – 2009

Budget Analyst

- Served as Organizational Defense Travel Administrator for Defense Travel System (DTS) by providing database management and maintenance to ensure accuracy of 8K+ travel accounts.
- Revamped travel policies and procedures, resulting in 95% rating during annual Command Inspection Program.
- Utilized Standard Query Language (SQL) and Visual Basic for Applications (VBA) to generate monthly status reports and design user interfaces for financial accounting database.
- Posted commitments, obligations, and expenditures into General Ledger and Sub Ledgers using various government systems, including General Fund Enterprise Business System (GFEBS), Standard Operation and Maintenance Army Research and Development System (SOMARDS), and Standard Army Finance Information System (STANFINS).

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SAIC, Fayetteville, NC 2004 – 2006

Proposal Manager

- Developed 40+ government proposals worth $16B+, ensuring consistency with corporate standards and compliancy with stated requirements.
- Implemented processes and procedures to prepare consistently high-quality responses to request for proposals (RFPs), bidding requests for quotations (RFQs), and requests for information (RFIs).
- Planned and coordinated overhead budgets and work breakdown structures for each proposal, controlling costs, labor, yields, and overhead rates.
- Performed risk assessments and prepared analysis reports on new business projections, future resource requirements, and potential impact on staffing levels.
- Analyzed multi-year spend plans to ensure overhead expenses remained within parameters and government cost control guidelines.

UNITED STATES ARMY, Fort Bragg, NC 1999 – 2004

Administrative Clerk

- Managed 70 accounts worth $15M+, ensuring 100% account transfer between financial institutions.
- Created and populated databases to track correspondence, records, accounts, travel documents, and claims, dramatically reducing administrative oversight.
- Drafted 1.5K+ orders annually and accurately processed travel vouchers by verifying travel request plans, resolving any discrepancies, and ensuring accountability on all travel-related items.
- Maintained accurate records, resulting in organization receiving noteworthy remarks for two annual inspections.

EDUCATION

MORGAN STATE UNIVERSITY, Baltimore, MD

Bachelor of Science in Accounting

ADDITIONAL TRAINING

U.S. ARMY FINANCIAL MANAGEMENT SCHOOL

Financial Manager Academy Graduate

U.S. GENERAL SERVICES ADMINISTRATION (GSA)

Federal Acquisitions Institute Training

GSA Schedules Training

THE ASSOCIATION FOR PROPOSAL MANAGEMENT PROFESSIONALS (APMP)

Bid & Proposal Management Certification

PROFESSIONAL ASSOCIATIONS

The Association of Financial Analysts, Current Member

TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, Access, SharePoint, PowerPoint, Visio), Deltek, and Oracle PeopleSoft.

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