



## OBJECTIVE

*To advance my career with a leading organization that will utilize my extensive project management and finance knowledge while also allowing me to develop further as a professional*

Proven talent for aligning project objectives with established and emerging business paradigms to achieve maximum operational impacts with minimum resource expenditures. Growth-focused leader with expertise spanning agile project management, business analysis, ERP systems, forecasting, SDLC, data mining/analytics, process improvement, quality assurance, cloud technologies, accounting, and cross-functional team leadership. Exceptional administrator with keen interpersonal, communications, budget management, time management and resource allocation expertise.

## PROFESSIONAL EXPERIENCE

CROSS CURRENT ANALYTICS, DOYLESTOWN, PENNSYLVANIA, OCTOBER 2012-APRIL 2016

### **SOFTWARE PROJECT MANAGER** 10/2012 – 4/2016

- Demonstrated expertise in planning, scheduling and executing all stages of enterprise analytics software development life cycle, which include planning, design, development and implementation.
- Orchestrated and oversaw work breakdown structure and project budgets while monitoring progress to ensure deadlines, standards and cost targets.
- Served as key contributor in Project Management Office (PMO) helping to guide templates, policies and best practices, including oversee the process implementation of the project management office and ensures that the appropriate information gets both to and from the sponsors
- Aligned objectives and bridged communications with the technical teams while articulating project goals and scope, translating business needs into technical terms, and instilling shared accountability for achieving milestones.
- Spearheaded problem resolution for numerous project issues, including staffing shortages, tactical matters, scope creep, and divergent business and user needs.
- Liaised with customers regularly to manage relationships and expectations, including weekly status reports, executive summaries and project reviews.

### **BUSINESS ANALYST** 10/2012 – 4/2016

- Streamlined interviews with business and technical end users to gather and author project requirements, including preparation of functional specifications, statements of work, process flow diagrams and mapping.
- Documented business processes.
- Led process improvement focus groups as part of the functional design in analytics implementations.
- Restructured onboarding processes for analytics implementations.
- Authored user documentation and scripts for quality assurance testing and system training.

### **CONTROLLER** 10/2012 – 4/2016

- Scrutinized and verified all finance and accounting activities for all divisions of the parent company and subsidiaries while reporting directly to the Chief Executive Officer and Board of Directors.
- Organized and dispatched monthly financial reporting to the Board of Directors, which included Financial Statements, Forecasts, Projections Budgets and Cash Management reporting.
- Authorized all activities related to Finance, Accounting, Human Resources, Office Administration, Payroll, Taxes, Accounts Payable, Accounts Receivable, and Customer Billing.
- Prepared and inspected job costing reports for internal decision making and evaluation processes.
- Oversaw, negotiated and administered all insurance policies, including Health, Dental, Life, Short and Long-Term Disability, Errors and Omissions, Professional Liability, Business Owners, Key Person, Workers Compensation, and other corporate insurance policies.
- Recognized for generating substantial cost savings in 2014 by constantly identifying expense reduction opportunities: navigated negotiations for better insurance premiums, controlling travel expenditures,

eliminated extraneous consultants, increased staff productivity through reliable and obligatory time reporting, negotiated cheaper equipment leases, and eliminated unnecessary capital projects.

MEISEL, TUTER & LEWIS, ROSELAND, NEW JERSEY, 2011-2012

**SENIOR AUDIT ASSOCIATE**

- Plan, perform & supervise audits, reviews, compilations and bookkeeping services for clientele including hedge funds, asset managers, venture capital funds, hotels & real estate, & manufacturing in accordance with accounting principles generally accepted in the US (GAAP)
- Review of working papers prepared by entry-level staff
- Draft financial statements and related disclosures in compliance with generally accepted accounting principles
- Prepare analyses, schedules, narrative, budgets and forecasts
- Prepare complex corporate & individual income tax returns

WITHUM, SMITH & BROWN, NEW BRUNSWICK, NEW JERSEY, 2008-2011

**AUDIT ASSOCIATE**

- Preparation & review of audited financial statements in accordance with accounting principles generally accepted in the US (GAAP)
- In-charge accountant overseeing all phases of the financial statement audit including planning & design, analytical procedures, internal control testing, field work, & wrap up work
- Trained and evaluate staff in all audit management aspects
- Major industries served include real estate, financial services, & the US Department of Labor
- Performed year-end tax planning and projections for corporations, partnerships, and individuals
- Prepare complex federal and multi-state tax returns for corporations, partnerships, individuals and non-profit organizations

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**EDUCATION AND CREDENTIALS**

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MASTER OF BUSINESS ADMINISTRATION (MBA), EXPECTED AUGUST 2017

*Rider University, Lawrenceville, New Jersey GPA 4.0*

*Concentration in Business Analytics*

*Relevant Course Work Includes: Data Mining, Applied Analytics for Business Users, Applied Data Management, Advanced Information Technology Management, Supply Chain Management, Financial Management*

BACHELOR OF SCIENCE (BS) IN BUSINESS ADMINISTRATION, 2007

*The University of Vermont, Burlington, Vermont GPA 3.04*

*Concentrations in Finance, Management and the Environment*

*7 Additional Accounting Courses Taken Post-Graduation*

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**PROFESSIONAL CERTIFICATIONS**

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- PROJECT MANAGEMENT PROFESSIONAL (PMP), *The Project Management Institute, 2015*

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**PROFESSIONAL AFFILIATIONS**

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- BETA GAMMA SIGMA, *International Honor Society for AACSB Accredited Business Students, 2017*

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**ADDITIONAL INFORMATION**

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**Technical Proficiencies:** Microsoft Word, Microsoft Excel, Microsoft Power Point, Microsoft Project, Microsoft Access, Microsoft Dynamics, SmartSheet, Visio, SAS Enterprise Guide, SAS Enterprise Miner, ERP Systems, QuickBooks

**Hobbies:** Skiing, hiking, kayaking, ice hockey, cooking, bicycling