

QUALIFICATIONS PROFILE

Seasoned financial lead with 10+ years of experience. Demonstrated record of managing all areas of governmental accounting, budgeting, financial planning & analysis, and compliance & auditing. Skilled team-builder. Direct experience managing projects of various sponsors both DOE (NNSA) and Other Federal Agencies (such as DOD). Subject matter expert in indirect budgets management. Recognized business partner in collaborating with all members of the organization to achieve strategic objectives. Working knowledge of DOE regulatory requirements and policies such as Cost Accounting Standards, Federal Acquisition Regulations, Earned Value Management System (EVMS), COSO, GAO appropriations law and OMB Circular A-123.

PROFESSIONAL BACKGROUND

LOS ALAMOS NATIONAL LABORATORY (2015 - PRESENT)

Joint Program Analyst (IV) (FIN-STE, Sep2024 - present)

Working with over a dozen Program Managers and Program Directors to manage over 130M budgets supporting about 168 FTEs. Collaborate with Headquarters, sponsors, PMs and PIs to manage all aspects of programs: cash flows, work authorizations, AFPs, reporting and compliance.

Key Achievements:

- Simplified and consolidated monthly reports wither more efficiency and better user-friendly experience
- Take additional line analysts responsibilities supporting Program Directors and other Managements
- Building and sustaining relationships across NA-80 programs
- Manage tight cash flow constraints throughout government shutdown meeting all Federal requirements

Division Financial Lead (III) (FIN-STE, Mar. 2021 - Aug2024)

Lead two analysts supporting 143 FTEs in Bioscience division with \$78 million budgets. Manage over 80 proposals across a dozen sponsors annually. Collaborate with TPM in project management. Cooperate with STR and ASM in major procurements. Provide financial reports and analysis to support management decision making.

Key Achievements:

- Standardized sponsor reports and trained both financial analysts and technical project managers.
- Reduced division-wide transition labor hours by 76%, by matching projects with staff skill sets from a portfolio management perspective.
- Built a 2 FTE team and trained junior analysts all skills from FP&A, Excels, systems and proposals.
- Facilitated over \$5 M equipment purchases in less than five-month periods.
- Earned LAAP Awards and Spot Awards Consecutively for financial expertise and customer services.

Financial Business Analyst II (Cost Accounting Team, 2017 - 2020)

Managed indirect budgets in all overhead cost pools (Site Support, G&A etc.) based on CAS. Provided institutional-wide financial reports & analysis both monthly and annually. Analyzed cost allowability case by case under FAR. Researched and reconciled costs and recoveries every month-end. Identified and corrected variances in projects, expenditures, and organizations.

Key Achievements:

- Developed annual indirect budgets over \$1.4B. Monitored and tracked the budgets throughout the year.
- Led big-data projects for DOE reporting including Institutional Cost Report (~425K rows and 50 columns)
- Took extra responsibilities during under-staffed period (3 FTE short) and trained two new employees during onboarding.
- Recognized for financial expertise and customer service with Spot Awards in three consecutive years.

Financial Compliance Specialist I (Financial Compliance Group, 2015 - 2017)

Assisted internal control and compliance reviews. Created training slides on navigating the new BSR app. Served as an audit liaison for both internal and external audit and compliance reviews.

Key Achievements:

- Planned, completed, and documented DOE A- 123 testing under senior analyst's supervision. Tested various federal internal controls requirements by applying COSO standards and GAOs Green Book.
- Presented Business Stewardship Report after validating and confirming the appropriate authorization and usage of federal funds.
- Learned the process of responding to both internal and external review and audit requests.

EDUCATION & CREDENTIALS

Master of Business Management - IDAHO STATE UNIVERSITY, Pocatello, ID; GPA: 3.83

Master of Accountancy - IDAHO STATE UNIVERSITY, Pocatello, ID; GPA: 3.64

Credentials:

- Certified Public Accountant (CPA)
- Certified Management Accountant (CMA)
- Chartered Financial Analyst (CFA) - Passed Level I and Level II

TECHNICAL SKILLS

MS Excel, Word, PowerPoint, Outlook, Oracle (OBI), Micro Strategy, Ariba