

MBA STUDENT
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SUMMARY Six years of public/private experience managing resources to provide program management, financial analyses, budget planning, management consulting services, purchasing/procurement services and executive level management decision making reports.

EDUCATION

Master of Business Administration (MBA), June 2006
Penn State University, Harrisburg, PA Overall GPA: 4.0

Bachelor of Science in Business Administration (BSBA), May 2001
Shippensburg University, Shippensburg, PA 17257
Major: Marketing Overall GPA: 3.71 (magna cum laude)

COURSE WORK

Financial Accounting	Managerial Accounting
American Legal Environment	Cost Determination & Analysis
Financial Planning & Analysis	Operations Management
Service & Non-Profit Marketing	Business & Society
Financial Policy & Capital Markets	Valuation of Firms

PROFESSIONAL TRAINING

Earned Value Management (EVM) Training
Short Business Seminar Series - Project Management, Negotiation Skills and Public Speaking, Professional Writing

EXPERIENCE **Analyst**, Tech Marine Business, Inc., Baltimore, MD, 2005-present

- Handled cost, requirement, and financial execution analysis of twenty cost categories comprising the \$1.98 billion dollars required to procure and support over 50 Government Furnished Equipment (GFE) systems for the new LPD 17 San Antonio ship class. To date, cost reduction and financial analysis efforts have resulted in \$250+ Million in cost avoidance savings.
- Analyze and evaluate budgets, appropriations, cost estimates and financial/funds execution performance of Participating Acquisition Resource Managers (PARMs) through the development and/or use of various financial analysis systems, databases, and government accounting systems.
- Act as a management liaison between governmental program offices and various GFE acquisition managers. Duties primarily consist of tracking, monitoring, and taking appropriate action with regards to change management, mitigating risk items, completing action items, and developing correspondence between the program offices and acquisition managers.
- Plan, coordinate, develop briefings and execute all necessary logistics and arrangements for meetings between the LPD 17 Program Office and other government program offices.

Analyst, Resource Consultants Inc., Camp Hill, PA, Nov. 2001 – May 2003

- Researched and developed a strategic initiative for NAVSUP pertaining to Customer Relationship Management (CRM) guidance. Guidance consisted of extensive research, presentation development, executive level reporting, briefings, and generating final report.
- Collaborated and wrote a Business Case Analysis for the Navy Cash™ program. Areas of analysis consisted of current processes, prototype initiatives, key metrics and financial analysis. Provided technical writing and developed draft and final Business Case Analysis.
- Provided research and development for a pre-concept study of the JCC(X) class ship. Major areas of research consisted of current and leading edge studies in relation to galley processes, equipment, and technologies.

Account Executive, Xerox Sales, Print-O-Stat, Harrisburg, PA, July– Nov. 2001

- Certified professional sales graduate of the Xerox Sales Training program. Program included customer focused selling techniques, database management, territory management, alignment of sales and distribution, and management of customer relationships and retention.
- Directed sales and marketing initiatives of assigned territories, which primarily consisted of personal interaction with the customer base, database mining, development of pricing structures, distribution channel and delivery alignment, and ongoing customer service initiatives.

Buyer, Purchasing Department, Niche Electronics, Shippensburg, PA
Aug, 2000 – Mar. 2001

- Developed contract manufacturing quotes and job proposals through a competitive bid process. Procurement of a job proposal was generated through vendor quoting, cost analysis generation, distribution coordination, and approved delivery schedules.
- Utilized Peachtree Accounting software for quote reporting and generation.
- Coordinated complete Supply Chain Management of procured jobs under strict quota and timeline constraints. Supply Chain Management entailed quoting, components purchasing, necessary analysis of cost and time sensitive functions, Just-In-Time (JIT) delivery scheduling, inventory management and accounting, and customer support services.

PROFESSIONAL

AFFILIATIONS Beta Gamma Sigma (BΓΣ) National Business Honors Fraternity
Inducted Spring, 2001

REFERENCES AVAILABLE ON REQUEST