**[Financial Analyst Business Development](https://www.postjobfree.com/resume/adzjhi/financial-analyst-business-charlotte-nc)**

**Location:**Charlotte, NC

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**Contact Info:**

marilyn.wiggins246@gmail.com

301-281-3938

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**Resume:**

Marilyn D. Wiggins

14505 Asheton Creek Drive, Charlotte, NC 28273

301-281-3938

marilyn.wiggins246@gmail.com

SECURITY CLEARANCE:

TS SCI Full Scope Polygraph

SUMMARY:

Over 30 years experience as a Financial Analyst/Program Analyst and Acquisition Specialist, for the Department of Defense, Navy Programs, Department of Transportation, supporting FAA and International Programs with DoD Planning Programming Budgeting and Execution (PPBE) and FAR/ DFAR.

PROFESIONAL EXPERIENCE:

Duke Energy December 2022 – May 2023

CW Professional/Planner 1

As a CW Professional with Duke Energy:

Assisted SME’s with schedule, cost value and benefits details associated with Substation Optimaization projects intended to sustain and modermize the Electric Grid.

Reviewed financial spreadsheets for accuracy.

Supported business planning process for a 5 year plan using Power BI and Copperleaf tools.

Attended business planning meetings with stakeholders.

Charlotte Mecklenburg Police Department (CMPD) March 2022 – December 2022

Sr. Financial Analyst

As Special Fund – Grant Financial Manager for CMPD:

Review subcontracted agencies' financial reports and oversee and track payments to subcontracted

Created monthly salaries reports from five grants

Created grant and budget modifications for grants when necessary

Created end-of-month reports for Asset Forfeiture funding

Prepared close-out reports for grants that are ending.

PCI, Strategic Management August 2015 – October 2021

As Business Consultant/Financial Analyst for PCI supporting the Intel Community:

Assist program managers with implementing financial processes for improvement

Prepared detailed financial reports, dashboards, and presentations for management and the finance team.

Provides data analysis, forecasting and develop financial reports as necessary

Prepares monthly financial reports that are require by the Program/Resource Manager

Evaluates reporting results through data investigation and analysis

Assist in preparation of acquisition packages, tasking requests, briefing charts, spreadsheets, and other documents using excel and Powerpoint within prescribed timelines for review and analysis.

Provide strategic analysis of opportunity tracks, customer data, and monthly financial expenditures of New Business Funds using CostPoint and Oracle Discover

Monitored and analyzed results of financial data and key business metrics to determine progress against plans, forecasts, and budgets.

Assist in developing strategic plans for component and/or priority targets; assist project managers in developing strategic plans by collecting necessary resource informaiton and comparing it with available historical data to calidate current and future components or group resource requirements.

Evaulate whether program execution is proceeding with available resource constraints and is remaining consistent with goals; collaborates in proposing and implementing resource realignment as require in response to unplanned circumstances.

Contribute to the development of the Program Budget Submission and the Congressional Budget Justification

GCS, Inc October 2014 – August 2015

Sr. Resource Financial Analyst

As Sr. Resource Financial Analyst for GCS supporting the Intel Community

Support Performance Measurement team (PMt) efforts to develop and implement a strategic performance measurement process according to the OSC’s (Open Source Center) 2020 Strategy and Annual Business plan.

Assist the PMt efforts to establish a strategic reporting mechanism (i.e SharePoint or database) that would provide management a site to check the status of progress to ensure continuous mission success and long term sustainabilty.

Support data acqusition efforts in the discovery of new OSINT data sources and refinement of current OSINT data sources’.

Collect and report on data from several data bases: OSC Analytical Tracking Data Base, OSCAR, Open Source.Gov, ARCH, CRATE, WIRe Metrics and ARC for future use. Utilize analytical applications like Excel to identify trends in OSINT(Open Source Intelligence) data and continue to support the PMt analysis of (Production, Collection, and Level of Effort) data. Consult with OSC Staff to ensure integrity and validity of performance measurement information received from the focal user group(s).

In collaboration CIA and ODNI work to enhance the corporate response to the ODNI annual Global Coverage tasker. Support efforts to collect and report on strategic global coverage data and ensures the involvment of relevant OSC stakeholders.

Created a Metric Handbook for future use. This handbook serves as an “how to guide” within the Metric Team.

Evaulate whether program execution is proceeding with available resource constraints and is remaining consistent with goals; collaborates in proposing and implementing resource realignment as require in response to unplanned circumstances.

Assist in developing strategic plan for component and/or priority target; assist mission managers in developing strategic plans by collecting necessary resource information and compare it with available historical data to develop or validate current and future component or group resources requirements.

Evaluate and identify risks.

Analyze performance measure and data.

Monitored and analyzed results of financial data and key business metrics to determine progress against plans, forecasts, and budgets.

Serco, Inc. June 2012 – October 2014

Financial Analyst/Acquisition Professional

As an Acquisition Professional/Financial Analyst for SERCO supporting the Intel Community:

Prepared funding requsition and MIPRs for several major programs using FACTS.

Created and managed budget spreadsheets for high level progams using Excel.

Maintained up to date billing systems using FACTS including invoicing and contracts deobligations.

Manually created an E-form and sent it to the end user for signature.

Evaluated and identify risks.

Prepared monthly financial reports that are require by the Program/Resource Manager.

Carried out billing, collection and reporting activities accoding to deadline. Made sure all outlays were current.

Analyzed performance measure and data.

Prepared and assist in building Spend Plans in Contract Management Integration System (CMIS).

Served as a back-up to the Program/Resource Manager to maintain the overall budget spreadsheet.

Prepared detailed financial reports, dashboards, and presentations for management and the finance team.

Assisted in preparation of acquisition packages, tasking requests, briefing charts, spreadsheets, and other documents using excel and Powerpoint within prescribed timelines for review and analysis.

Prepare and assist the COR with Delivery Orders, Technical Task Orders.

Government Contract Solutions December 2011 – June 2012

Senior Financial Analyst

As a Senior Financial Analyst with GCS supporting the Intel Community

Assisted in preparation of acquisition packages, tasking requests, briefing charts, spreadsheets, and other documents within prescribed timelines for review and analysis.

Interpreted requests for data and facts; acquire, analyze, and prepare presentations of program/project and budget data for use in program/project decision-making.

Assisted management with strategic business planning based upon departmental and congressional guidance, internal senior level direction, trends, forecasts and best practices from industry, academia and other governmental agencies, and requirements/needs generated from within.

Assisted in preparing Spend Plans; inputting and tracking APR documents using the CMS (Contract Management Systems).

Pilar Services November 2010- November 2011

Senior Financial/Acquisition Professional

As a Senior Financial Analyst for Pilar Services supporting the Intel Community

Responsible for compilation and reporting of programs and budgets, preparing presentations and other materials to support the NSA and DoD programming and budgeting processes, and preparing program/project and budget information for submission to the Office of the Director, National Intelligence (ODNI), Office of the Secretary of Defense (OSD) and Congress.

Prepared acquisition packages, tasking requests, point papers, briefing charts, spreadsheets, memos, and other documents within prescribed timelines for review and analysis.

Interpreted requests for data and facts; acquire, analyze, and prepare presentations of program/project and budget data for use in program/project decision-making.

Analyzed funding requirements combined with execution history to develop concise descriptions of impacts and alternatives. Enter spend plans and requisitions in the FACTS data base systems.

General Dynamics AIS January 2005 – November 2010

Acquisition Specialist – Business Development

As an Acquisition Specialist for the Intel Community:

Provided strategic analysis of opportunity tracks, customer data, and monthly financial expenditures of New Business Funds using CostPoint and Oracle Discover

Prepared acqusitions packages, tasking requests, point papers.

Participated in all acqusitions kick –off and strategy meetings.

Prepared proposals packages

Prepared Techncial Task Orders and Delivery Orders.

Prepared Request for Proposals(RFP) and Request for Quotes (RFQ)

Prepared reports for the Strategic Business Development Line of Business Director. (LOB-SBD)

Identify funding shortfalls or un-budgeted opportunities and bring then to the attention of the LOB SBD.

Provided assistance in preparing SOWs RFPs and RFIs, analyzing and developing improved policies, plans, methods, procedures, and systems of acquisition management programs.

Analyzes New Business Funds and provides current status analyses

Provided tracking of contract Wins and Losses.

Focus on involvement in Strategic Business Development

Assisted Senior Management in defining/refining strategic goals and objectives, future high payoff areas, and IRAD project requirements.

Prepareed data to support advising the VP/GM and senior operations managers on strategy and business development matters

Interfaced with key Strategic Business Capture Managers and Program Managers on opportunity tracking and customer data

Developed and recommends analysis of customer data and financial alignment

General Dynamics AIS January 2003 - January 2005

Formerly Digital System Resources, Inc.

Senior Financial Specialist

As a Senior Financial Specialist for General Dynamics Advanced Information Systems for the Intel Community (GD-AIS):

Developed and manage a plan to meet the customer requirements.

Coordinate labor, material, subcontract and other bids and Basis of Estimates. Maintain EVMS baselines using MPM and CostPoint.

Assisted in the preparation of the monthly financial results package. Prepare financial results presentations for executive management using PowerPoint and Excel. Perform detailed analysis of monthly results.

Generated monthly reports for the Program Manager. Assist with preparation and input of strategic plans and budgets. Track and report on forecast/budget variances to actual results.

Digital System Resources, Inc. July 2000 – January 2003

Financial Analyst

As a Financial Analyst for the BMC4I and AADC programs for the Department of the Navy:

Prepared funding documents, project directives, and task planning sheets using the Financial Management Information Systems (FMIS).

Maintained and updated the program funding accounts using the Standard Accounting Reporting Systems (STARS). Prepare reconciliation reports for the programs.

Developed and maintained a contract tracking system for a major contract. Provide budgetary execution and tracking support, financial documentation and execution summaries for O&MN and R&DTE funding.

Veridian Engineering, Inc. May 1999- July 2000

Financial Analyst

As a Financial Analyst for the Malaysia F/A-18 program for the Deptment of the Navy:

Prepared and tracked funding documents, using the WPS and MISIL systems.

Assisted in case reconciliation and provided the proper documentation to NAVICP for case closure.

Prepared letters of agreements.

Prepared briefing material for team meetings.

Maintained and updated various program reports.

TRW, Systems Integration Group March 1997- May 1999

Financial Analyst

As a Financial Analyst for Federal Aviation Administration programs:

Prepared and tracked funding documents using the DAFIS system.

Track the status of approval of funding documents through electronic approval cycle and obtaining copies of the final the modification.

Maintained and updated all financial reports.

Develop and maintain contract tracking system for five major contracts.

Technautics, Inc. February 1990 - March 1997

Financial Analyst (06/94 -03/97)

As a financial analyst for the Federal Highway Administration (FHWA), Office on International Programs (OIP):

Maintained and updated the program accounts for five different countries. Tracked all unobligated expenditures for the program accounts.

Prepare the final obligation report for the Director of OIP.

Prepare and reviewed all financial documents for accuracy and assigned appropriation codes and tracking numbers.

Entered budget data in Dbase for tracking expenditures of the program account.

Financial Analyst (02/90 – 06/94)

As a financial analyst for Mine Countermeasures (MCM) program (PMS407). – Department of the Navy

Provide budgetary execution and tracking support, financial documentation and execution summaries for SCN, O&MN and OPN.

Prepare funding documents, and reconciliation reports.

Provide financial data for the Ship Cost Adjustment (SCA) reviews and Obligations Phasing Plans. Assisted in responding to all budget drills.

Naval Air Systems Command October 1985- February 1990

Budget Analyst

As a Budget Analyst for Naval Air Systems Command – Department of the Navy

Compile information and generate financial status reports for Joint Navy/Air Force missile programs (PMA-259).

Maintain the tracking systems for acquisition funds for the Sidewinder and Sparrow missile programs and Foreign Military Sales.

Independently complied transaction/accounting summaries and developed a tracking system used to provide monthly reports.

Reconciled, committed, obligated and expended funding between Navy, and Air Force and other DoD agencies whose funds were managed by PMA-259.

EDUCATION:

Prince George’s Community College - Financial Courses 1996-1997