

Date

Confidential

Solicitation Number: Confidential

Attn: Confidential, Contracting Officer *and*

Confidential, Supervisory Human Resources Specialist

Dear Hiring Manager:

Please consider this letter and resume as part of my application for the position of Confidential at Confidential. I bring a record of excellence and experience throughout my career in budget development and administration, in addition to serving in a leadership capacity in charge of formulating budgets and narratives for cost savings and drafting alternative methods of covering shortfalls. This combined experience has equipped me with the skills to work collaboratively with controllers, accountants and staff across departments and international settings to identify key areas for organizational improvement that optimize efficiency in fiscal monitoring.

I'm aware that the Confidential has been a major contributor to the U.S. government (USG) relief, stabilization and reconstruction effort in Iraq. Therefore, I seek to support their efforts by bringing a strong analytical skill set, experience in verified data, understanding the maintenance of institutional funds, and the aptitude to forecast spending plans on a quarterly and yearly basis.

Below I list a myriad of experiences, which show the wide variety of transferable skills that are relevant and meet the specific challenges of the duties and responsibilities described in the solicitation:

- Spearheaded regulatory filings, worked together with country directors and office staff to develop budgets ranging from \$20,000 to \$10,000,000 and oversaw operational performance. In addition, I bring experience with USAID and applicable understanding of U.S. Government directives, regulations, policies and procedures.
- During the period of a project assignment, I produced reports to monitor actuals versus budget and prepared reports for future expenditures based on historical information, as well as, consulted with project managers and directors.
- Knowledge of how to record, reconcile, and balance accounts. Prepared quarterly and semiannual reports for funding agencies for accruals, as well as annual inventory reports. Therefore, able to manage the Operational Expense (OE) and Program (PR) funds supporting the USAID/Iraq Mission.
- Experienced reviewing and approving expense reports and invoices for over 300 consultants working for USAID; also prepared the monthly and annual report for the DBA payments managing all accounting transactions and articulating the deliverable of insightful reports and presentations that strengthened relationships with business partners, peers, and senior leadership.
- Worked side-by-side with field offices to develop an Operations, Security and Personnel Manual; approved cash flow projections and budgets, and supervised the performance of two finance and Admin officers and one finance assistant.

At the end of 2016, confidential announced a round of layoffs due to budget cuts and my position was eliminated; additionally, the salary was higher than confidential current range of confidential. However, I am comfortable with your offered salary range based on the role and responsibilities. I offer my assurance that I would be fully committed to my role at confidential and can make a long-term commitment.

My enclosed resume provides additional details concerning my professional expertise and training background. Please feel free to call me at confidential or email confidential should you like to speak further.

Thank you,

Confidential

Confidential

Enclosure

NAME CONFIDENTIAL

Street
City, State, Zip Code
Phone Number
Email

BUDGET ANALYST

Budget Management | Performance | Policy | Legislation | Auditing | Government Contracting

Integrity-driven and analytical problem solver able to identify process improvements and recommendations that advance efficiency, achieve cost savings and formulate methods to regulate costs. Offering key strengths in bookkeeping using spreadsheets, accounting principles, and fiscal terminology; in addition, to optimizing financial documents with the keen ability to establish rapport with controllers and colleagues that strive to support the CONFIDENTIAL mission.

- ✓ **Strategic Investigator** – Meticulously examine and identify process improvements and offer critical recommendations to improve efficiency and control costs.
- ✓ **Articulate Communicator** - Bilingual (Written & Verbal) in English and Spanish and skilled in delivering insightful reports and presentations and strengthening relationships with business partners and senior leadership.
- ✓ **Key Team Collaborator** – Operated side-by-side with field offices, country directors, and staff to help foster organizational rapport and timely deliverables.

KEY SKILLS ASSESSMENT

- | | | |
|-----------------------------------|-----------------------------------|----------------------------|
| ▪ Government Funded Projects | ▪ Budgeting & Cost Control | ▪ Policies & Regulations |
| ▪ Coaching & Development | ▪ Public Personnel Administration | ▪ MS Office (Excel, Word) |
| ▪ Financial Reporting & Economics | ▪ USAID Compliance | ▪ Effective Communication |
| ▪ Nonprofit Governance | ▪ Grant Writing, Needs Assessment | ▪ Fiscal Stress Management |

EXPERIENCE

CONFIDENTIAL, Washington, D.C.

November 2015–December 2016

Title

Provided financial and administrative support to GH Pro project and Sr. Finance and Administration Manager. Directed day-to-day assistance with performing the first level accounting oversight at the project level to ensure accuracy and compliance with USAID rules and regulations consolidating all expenses and consultant fee payments. Acted as liaison between the program, consultants and Accounting departments regarding billing and account related matters. Assisted Sr. F&A Manager with financial management of assignment close-out.

Key deliverables:

- Trained GH Pro Finance team staff ~20 as well as program managers and consultants on project policies and procedures
- Oversaw the performance of two finance officers and a finance assistant which increase efficiency.
- Computed the DBA calculations on a monthly basis and prepared the annual report to be submitted to accounting.
- Approved expense reports and invoices for over 300 consultants working for USAID streamlining and verifying data.

CONFIDENTIAL., Arlington, VA

February 2008 – October 2015

Title

Provided solid financial leadership while holding responsibility for operating budgets of \$9 million, and analyzing complex data for accurate final presentation. Directed all day-to-day Finance and Administration operations and ensured consistent implementation of all policies and procedures as well as USAID rules and regulations and provided daily financial and administrative support to the field offices of Ethiopia and Zimbabwe. Opened and closed offices working alongside country directors in Indonesia, Pakistan, Dominican Republic and Paraguay. Interpreted critical data and monitored compliance with all rules, regulations, and statutes.

Key deliverables:

- Served as subject matter expert on complex financial and process improvement issues, effectively articulated conclusions, offered innovation solutions and led a team of eight through the implementation of new procedures.
- Mentored and trained new financial and administrative field office staff of four. Oversaw all field office performance and provided human resource function guidance; improving and creating an atmosphere for positive rapport.

CONFIDENTIAL, Arlington, VA

October 2000 – February 2008

Title

Meticulously reviewed complex federal proposals, contracts, amendments and extensions funded by USAID and provided grant writers with vital data needed to complete grant budget applications and renewals. Guaranteed timely and accurate completion of all close out procedures for four federally funded projects. Performed global sub-recipient monitoring and financial reporting training across multiple Central American countries. Also, monitored all automated accounting systems used to consolidate data.

Key deliverables:

- Designed and spearheaded user-friendly training materials and facilitated regulations training for NGO's across Central America for employees in the various offices to be more knowledgeable on USAID rules and regulations.
- Audited and reviewed grant expenses for 40 employees and 10 NGO's monitoring expenditures, permissibility and carefully maintained grant budget guidelines. Recorded all revenue and expenses for ten grants with a total budget of \$10 million; being mindful of cost savings and alternative methods for budget shortfalls.
- Directed information and guidance regarding the forming and modifications of budgets.

CONFIDENTIAL, Washington, D.C.

September 1999 – October 2000

Title

Reviewed proposals, agreements, amendments and extensions to federal projects funded by HHS. Assisted grant writers with necessary data to complete grant budget applications and renewals.

Key deliverables:

- Monthly, quarterly and semiannual financial reports filing as required by individual grant and federal guidelines based on expenditures recorded in the general ledger.
- Reviewed grant expenses and performed audit procedures for 30 grant employees ensuring all grant budget guidelines were followed, and expenditures matched allowably.

ADDITIONAL EXPERIENCE

CONFIDENTIAL, Washington, D.C.

September 1995 – August 1999

CONFIDENTIAL, Falls Church, VA

March 1994 – August 1995

INTERNATIONAL WORK EXPERIENCE

Provided short-term assistance on special projects focused on finance, auditing, training and policy development within and for the following countries: Ethiopia, Zimbabwe, Indonesia, Pakistan, Nepal, Dominican Republic, El Salvador, Nicaragua, Paraguay, Guatemala, Costa Rica Belize, and Panama

USAID TRAINING

CONFIDENTIAL – InsideNGO - Washington, DC, 12/2008

CONFIDENTIAL - Washington, DC, 03/2009

CONFIDENTIAL - Washington, DC, 04/2010

EDUCATION

Bachelor of Science, Business Administration, **CONFIDENTIAL**, Medellin-Columbia