

BRANDON MARSHALL

• 1234 Plain Valley Circle #J Houston, TX 77001 • (713)834-8049 • bmarshall@email.com •

• EDUCATION •

LM UNIVERSITY
MBA, 2003, *Emphasis in Management*

HOUSTON UNIVERSITY
BS Business Administration, 2001

• PROFESSIONAL EXPERIENCE •

SCIENTIFIC FINANCIAL COMPANY, LLC

Financial Analyst

Feb. 2005 – Present

- Direct financial activities for Products Division including creating annual operating plan and mid-year forecasts, tracking budgets, devising detailed spend plans, initiating billing inquiries, measuring against financial targets, and advising program director of progress
- Manage financial activities for Internal Research and Development including new project creation and reporting
- Coordinate financial activities for Bid and Proposal including analysis of project budgets and reporting
- Responsible for performing variance analysis, budget tracking, reporting, and leading management meetings for company's Strategic Customers
- Analyze and prepare Direct Fringe Pool for cost variance, and create annual plan and forecast
- Create design process for technical program for product and raw material tracking
- Co-design and support the Work Authorization Database for detailed time charging of all employees
- Analyze new awards (projects) and maintain database; Construct detailed reports for management
- Produce new contract Pricing Model
- Collaborate and communicate with various departments and projects groups
- Responsible for database maintenance and trouble shooting, producing various documents and charts for executive presentations, and coordinating meetings

Cost Accountant

Jan. 2004 – Jan. 2005

- Administered activities relating to collections and accounts receivable
- Performed contract close-outs and due-diligence activities related to government and commercial contracts
- Reviewed Unbilled Receivable Reports for cost compliance and prepared journals
- Controlled Precious Metals; Supported property administration on various inventories
- Performed various accounts payable activities; Conducted travel audits on domestic expense reports
- Assisted with month-ending processing and preparation for Cost of Money
- Supported various audits and report preparation

MFT OPERATIONS

Project Coordinator

Jan. 2000- Aug. 2001

- Managed new business development and client relations
- Developed strategic alliances; Researched and contracted outside vendors
- Established budgets; Ensured timeliness and cost-effectiveness of each project

TRI FINANCIAL SERVICES

Financial Planning Trainee

Aug. 1999-Jan. 2000

- Developed financial planning skills for client consultations
- Acquired knowledge and assisted in implementing financial applications for client accounts

References available upon request.