

CARLENE HATCHER

Analyst

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CAREER SUMMARY

- **Comprehensive background** ideally suited to **cross-functional or collaborative environments** working with costs, purchases, budgets, projects, controls, tools, databases, research, analysis, intel, reporting, problem solving and improvements.
- **Specialties:**
 - problem solving
 - analysis and tool design in Excel
 - assessments and process reviews
 - business improvements
- **Advantageous blend** of strategy, analysis, technology, accounting, procurement and operations.
- **Role types** of analytical, support, transactional and entrepreneurial nature.
- **Interacted** and **collaborated** with co-workers and management at all levels and across business functions.
- **Worked remotely** as an Analyst, IT team member, salesperson and consultant.
- **Advocated** efficient processes combined with cohesiveness, communication and cooperation between business functions.
- Impacted and influenced many facets of small to mid-sized companies, public and private, in the areas of planning, budgets, processes, procedures, policies, change, outcomes and growth in the following ways:
 - Controlled costs, analyzed actual to budget, monitored schedule and regulated scope.
 - Transformed dysfunctional and obsolete processes into effectiveness and efficiency, I increased productivity and reduced everyday costs of doing business, freeing time and money for other purposes.
 - Released funds from wasteful processes to be put to better use.
- **Career Target Titles:** Cost Analyst, Project Controls Analyst, Performance Analyst, Financial Analyst

QUALIFICATIONS

- Advocated **strategic spending** by always seeking the best value for the cost, not just lowest cost, and ensuring all materials, products and services were in line with business or project needs and quality without waste.
- **Researched**, negotiated and **controlled costs** for **30** departments at Coconino County Government and material costs for construction projects at MFC, Inc. and Harmony Builders.
- **Developed budgets** for each project at MFC, Inc. and annual budget for the F&B department at Avi Resort.
- Leveraged research, communication, collaboration, database and business analysis skills to help the Budget Director collect, verify and integrate 30 departments' projected budget data into one budget presentation to the Board of Directors for approval.
- Performed breakeven analysis as a benchmark for each construction projects during planning and budgeting stages at MFC, Inc.
- Analyzed, with purpose similar to cost-benefit analysis, the **feasibility** and **value** of integrating new project requests and current project change requests into on-going construction portfolio at MFC, Inc. and software development projects while consulting by analyzing changes against the project budgets, performance, profitability and overall company health and strategic goals.
- **Enforced** state contract pricing and purchasing policies with vendors and departments for items on the contract and negotiated best-value pricing and delivery terms with vendors for all other products not let out to bid.
- Developed **sensitivity analysis** and **custom spreadsheets** to aid management with decision-making.
- Analyzed variances (**variance analysis**) in budget, schedule, changes and more to define the reason for the variance, it's current effect on the project and how to prevent it in the future.
- Additional accounting roles included general ledger, journal entries, reconciling, bank deposits and account/GL research.
- **Forecasted** cash flow and schedule for each project and collectively at MFC, Inc.
- Prepared scheduled and ad-hoc **reports** at MFC, Inc. regarding the status, progress, successes, challenges, schedule, budget performance and profitability of each project and collectively.

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TECHNICAL SKILLS

Excel: created custom accounting, budgeting, research, analysis, reporting, planning, project and evaluation tools using formulas and functions, including financial, statistics and lookup, nested conditions and calculations, pivot tables, data entry forms, sheet linking, conditional formatting, macros, some visualizations, ETL and data modeling

Access: development with Access' built-in database design, data analysis and reporting features, plus VBA, macros, menus

Financial/ERP systems: QuickBooks, Timberline (now Sage), Banner (Oracle), H.T.E. (AS400) and VAX, Ariba, Hyperios R. Portal

Other: Outlook, Word, PowerPoint, Project, Visio, basic SQL, MS Teams, SharePoint, Zoom Skype, Google Sheets and Docs

QUALIFYING EXPERIENCE

Job titles below are accurate, descriptive representations of work actually performed, not necessarily official titles.

Not all experience is shown.

Performance Analyst, Avi Resort, Laughlin, NV, Jan 2008 - Sep 2008

- 452-room hotel, 5 specialty restaurants, special events, casino, beach, golf course and RV park with approximately
- 3M customers/year and 200+ employees. Reported to the F&B Director.
- Delivered critical operations KPIs and customer demographic changes via **Excel** to the F&B Director daily.
- Realized **25%** higher effectiveness and agility for the **F&B Director** in managing the restaurants and multiple events.
- Improved management flexibility through data integration and process realignment, ensuring access to raw operations data two weeks earlier than previously available.
- Prepared annual budget for next fiscal year in collaboration with the director.

Purchasing Specialist, Coconino County Government, Purchasing Office, Flagstaff, AZ, Dec 1992 - Aug 1996

- **Managed** the purchasing lifecycle for **30** departments (700 employees). Reported to the Purchasing Manager.
- **Managed** inventory for the in-house store using VAX and later H.T.E.
- Interacted with vendors daily to **expedite** orders, ensuring accurate, complete and timely deliveries.
- **Implemented** an educational and policy enforcement program to **cure the 85%** incomplete/unfunded requisition submission rate I started with, saving **\$14,122/year** on processing cost, placing orders **40%** faster and elevating the perceived value of and respect for the centralized purchasing office by **98%**.
- **Helped the Budget Director** at fiscal year end to gather and combine department data for annual budget approval.
- **Helped the IT Director** with technology equipment asset management.
- Was asked to help set up and configure a **new financial system**, H.T.E. (AS400)
- Was asked to introduce the new system to 240 employees, including the changes to navigation (very different than the previous VAX system), overview of all modules and how they were interrelated and to teach the Purchasing module.

Project Controls Analyst and Assistant Project Manager, MFC, Inc., Flagstaff, AZ, Jun 1987 - Jun 1990

- General contracting company with a crew of eleven and projects from large commercial (ex. Grand Canyon N.P. and shopping centers) to all sizes and types of regional residential projects. Reported to the owner.
- Project accounting, project controls, job costing, budgeting, reporting, payroll and purchasing.
- **Communicated** regularly with owner and foremen to manage multiple subcontractors for each project.
- **Researched** costs, availability and delivery timelines to meet project design specs, budget and schedule.
- **Monitored** project schedule, budget and progress to keep everyone informed of any deviations or risks.
- Conducted **variance analysis** to highlight and **resolve** deviations quickly.
- Prepared and presented project **reports**: P&L, cash flow, progress, successes, challenges, change requests, schedule updates and forecasts to management during weekly project review meetings.

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ADDITIONAL ACCOUNTING AND ANALYSIS EXPERIENCE

Accounting Analyst, AppleOne, Aug 2021-Sep 2021

- Improved analysis spreadsheets in **Excel**, streamlining and expanding with pivot tables and other tools.

Data Analyst, American Express via Kelly Services, Oct 2010-Dec 2011

- Multiple contact renewals, each with greater responsibility and skill utilization
- Standardized supplier data from the business units and determined readiness for migration to new system
- Developed governance reports in **Excel**.
- Trained the India team via conferencing to continue data governance after implementation

Accounting Clerk using QuickBooks, Premiere Wood Floors, Mar 2003

Accounts Payable Clerk, Intel via CDI and Kelly Services, new tool line, Mar 2001-May 2001

- Daily overtime to keep pace with construction.
- Given a **Certificate of Appreciation** for my work.

Project Accountant, Harmony Builders, Aug 1996 – May 1997

- Configured Timberline construction software.
- Performed general accounting, reporting and payroll.

Bookkeeper, Western Electric, Jul 1992-Dec 1992

Accounts Payable Clerk, Decca Construction, Mar 1991-Aug 1991

Accounting Clerk using client reporting system, American Express via Kelly Services, Oct 1990-Mar 1991

EDUCATION

Bachelor of Science in Business Administration

Emphasis in Computer Information Systems

4.0 GPA in both Financial and Managerial Accounting