

Well-rounded, problem solver with demonstrated abilities in financial strategy, budget development, data analysis & visualization, and financial reporting. Critical thinker able to explore, grasp, and facilitate change in difficult situations.

Top Professional Skills

- ◇ Strategic Financial Planning and Execution
- ◇ Forecasting and Budget Development
- ◇ Full P & L Responsibility
- ◇ Data Analysis & Visualization

Top Personal Skills

- ◇ Accountable & Intelligent
- ◇ Painstakingly Organized
- ◇ Problem Solver
- ◇ Visionary Thinker

PROFESSIONAL EXPERIENCE

BUDGET & DATA ANALYST [Program Coordinator]



Jun '22 - Present

John Chambers College of Business and Economics, Business Office

Budget Analyst description plus: collect, clean, calculate, interpret, and present Academic data related to AACSB accreditation, internal department costs, enrollment, and courses offered. Developed WVU's first ever cost by major analysis providing the College with invaluable financial and enrollment data critical to the Strategic Plan.

BUDGET ANALYST



May '21 - Jun '22

John Chambers College of Business and Economics, Business Office

Regularly organize information, perform financial calculations, and prepare financial reports for State and WVU Foundation expenses and revenue as well as special projects/reports. Extensive, high level use of Microsoft Excel to gather, clean, analyze, and interpret large data sets with a continuous improvement mindset. Present clear, concise, and easy to understand graphic visualizations of analytical conclusions for use in strategic decision making for the College.

ASSISTANT ACCOUNTANT, Shared Services Center



Feb '20 - May '21

Devised regular as well as custom monthly reporting and reconciliation files for several internal departments. Created and maintained a tool in MS Excel utilizing macros and writing and implementing Power Queries to automatically analyze Payroll Suspense Account transactions by cleaning the large data set, sorting transactions by EBO, generating, formatting, and automatically emailing report files from Excel to designated stakeholders in each organization.

COMPTROLLER [Administrative Services Manager 1]



West Virginia Veterans Nursing Facility

Apr '18 - Nov '19

120 Bed Skilled Nursing Facility

Responsible for \$21MM budget, directing AP, AR, Fund Accounting, General Ledger Accounting. Lead budget development, liquidity management, policy development, purchasing per the stringent State procurement process, and all accounting practices. Provide analysis of historical and present financial data for government bids and budget support in the West Virginia Legislature.

OWNER



Len Hancock Design Solutions

Apr '14 - Apr '18

Website Design Services

Created compelling, affordable web & graphic designs to further customers' marketing goals. Created and maintained all facets of business management including accounting, taxes, sales, marketing, and design work.

VICE PRESIDENT & GENERAL MANAGER



LH Jones Equipment/Life Force Rescue

Aug '94 - Feb '14

Light Manufacturing, Retail Sales of Snow & Ice Equipment, Hydraulics, Outdoor Power Equipment [B2B, B2C, B2G]

Senior manager responsible for all functions of business administration and operations including full P & L responsibility, managing of a team of 8-25 people, purchasing, production, financial activities, sales, and service. Collected, analyzed, and reported on sales, financial, market, and product data to establish and enact strategic directives.

BOARDS & ACCOMPLISHMENTS

DIRECTOR, BOARD OF DIRECTORS



Fairmont Federal Credit Union

Apr '08 - Apr '17

Accountable for setting policies, approving budgets, and directing strategic planning of the 2nd largest credit union in West Virginia. Evaluate operations and maintain financial performance standards according to applicable laws and regulations. Chairman: Personnel Committee. Member: Budget Committee, Strategic Plan Committee, and Incentive Committee.

DIRECTOR, BOARD OF DIRECTORS



Chestnut Mountain Ranch

Jun '12 - Feb '17

Provide direction and oversight of the organization's operational functions. Provide financial and marketing insight as required.

UNITED STATES PATENT HOLDER

US Patent 8,075,036; Utility vehicle with integrated pull-out framework



EDUCATION, SKILLS, & SOFTWARE

Villanova University



Bachelor's Degree

General Studies

West Virginia University (currently enrolled)



Master's Degree

Business Data Analytics

◇ Excel Advanced/Expert User: Formulas & Lookups, Charts, Data Validation, Tables, Pivot Tables, Power Query, Macros, VBA

◇ Python, R, R Studio, WVU MAP, Argos, WVU Foundation Services, Banner, ChromeRiver, Digital Measures, WVU Advocate, WV Oasis (ERP), Kronos, Word, PowerPoint, Publisher, Outlook, Oracle, SQL Reporting, Sage Quantum 50 Accounting, Peachtree Accounting, Salesforce.