









Summary: Well-rounded problem solver with expertise in financial analysis, budget development, data analysis, and strategic finance. Highly skilled in Excel and proficient in various software tools. Strong analytical, problem-solving, and presentation abilities. Detail-oriented and accountable professional known for distilling complex financial data into actionable business intelligence.

Professional Experience



- Budget & Data Analyst**  **West Virginia University** **Jun '22 – Present**
- Collect, clean, interpret, and present academic data related to AACSB accreditation, department costs, enrollment, and courses offered.
 - Developed the first-ever "cost and revenue by major" financial analysis, providing invaluable financial insight and enrollment data critical to the Strategic Plan.
 - Conduct ad hoc financial reporting.
- Budget Analyst**  **West Virginia University** **May '21 – Jun '22**
- Organized information, performed financial analysis, and prepared financial reports for State and WVU Foundation expenses and revenue.
 - Utilized advanced Excel skills to gather, clean, analyze, and interpret large data sets.
 - Presented clear and concise data visualizations for strategic decision-making.
- Assistant Accountant**  **West Virginia University** **Feb '20 – May '21**
- Created regular and custom monthly financial reporting and reconciliation files.
 - Developed a custom Excel tool using macros and power queries to automate the cleaning, analysis, and organization of Payroll Suspense Account transactions, saving significant time.
- Comptroller (Administrative Services Manager)**  **State of West Virginia, Veterans Nursing Facility** **Apr '18 – Nov '19**
- Directed AP, AR, Fund Accounting, and General Ledger Accounting with a \$21MM budget.
 - Led budget development, liquidity management, policy development, and procurement processes.
 - Provided comprehensive financial analysis for government bids and budget support.
- Owner**  **Len Hancock Design Solutions** **Apr '14 – Apr '18**
- Created compelling and affordable web and graphic designs to support customers' marketing goals.
 - Managed all facets of business operations, including accounting, sales, marketing, and creative work.
- Vice President and General Manager**  **LH Jones Equipment/Life Force Rescue** **Aug '94 – Feb '14**
- Oversaw all business administration and operations functions with full P&L responsibility.
 - Managed a team of 8-25 people and handled purchasing, production, financial operations, sales, and service.
 - Conducted in-depth sales, financial, market, and product data analysis to drive financial strategy and operations.

Boards & Accomplishments

- Director, Board of Directors**  **Fairmont Federal Credit Union** **Apr '08 – Apr '17**
- Set policies, approved budgets, and directed strategic planning for the second-largest credit union in West Virginia.
 - Evaluated operations and maintained financial performance standards.
 - Served as Chairman of the Personnel Committee and as a member of the Budget Committee, Strategic Plan Committee, and Incentive Committee.
- Director, Board of Directors**  **Chestnut Mountain Ranch** **Jun '12 – Feb '17**
- Provided direction and oversight of the organization's operational functions.
 - Offered financial and marketing insights as required.
- United States Patent Holder**
- US Patent 8,075,036; Utility vehicle with integrated pull-out framework



Education, Skills & Software

- Education**
- Master of Science, Business Data Analytics  **West Virginia University** (Presently Enrolled)
 - Bachelor of Arts, General Studies  **Villanova University**

- Prominent Skills**
- Financial Analysis | Budget Development | Data Analysis | Financial Modeling | Data Visualization | Problem Solving

- Software**
- Excel (Formulas, Lookups, Charts, Pivot Tables, Power Pivot, Power Query, Macros, VBA)
 - Other Software: Tableau, Python, R, Oracle, SQL Reporting, Word, Outlook, Publisher, PowerPoint, WVU MAP, Argos, WVU Foundation Services, Banner, ChromeRiver, Digital Measures, WV Oasis (ERP), Kronos, Word, PowerPoint, Publisher, Sage Quantum 50 Accounting, Peachtree Accounting, Salesforce, QuickBooks.