

TRIP COORDINATOR

Accomplishments

- Developing new processes to capture procurement and minimize work flow time for other departments.
- Maintaining a competitive cost structure while restructuring in response to a changing market and acquisitions.
- Changed a Non-Manager Financial Technician position into a Manager of Operational Finance position which included managing two department's budgets and the day to day operating procurement.
- Delivered results by erasing a \$1.3 million in expenses along with innovative ways to cut down on cost on an ongoing basis.

Professional Summary

Skills

- EXECUTIVE SUMMARY
- Financial Analyst with extensive experience in all aspects of corporate expenses. Exceptional coaching, mentoring, leading departments and support operating budgets. Procedures in the development of financial forecasts, guidelines and models of operational cost.
- CORE QUALIFICATIONS
- Financial accounting procedures in Corporate Finance
- Reporting and presentations
- Cost control, Procurement and pricing analysis
- Budget development and management
- Sourcing Strategies Development
- Performance Optimization
- Process Management
- Effective Communication
- Relationship Management
- Document & Reporting
- Advanced with Microsoft Products for reporting and presenting

Work History

01/2018 to 04/2018

Trip Coordinator Company Name " City , State

- Scheduled aircraft and coordinate flight crew to accomplish charter requests
- Resolve operational failures with customers, owners and flight crews
- Interpret both current weather and weather forecasts provided by the FAA
- Familiarity with FAR/AIM, Part 135 Rules and Regulations
- Utilize FOS/NT, Microsoft Word, Excel and Outlook
- Responsible for improving and simplifying operational procedures for both sales and operations

01/2002 to 12/2012

Manager Company Name " City , State

- Accountable for 2 departments operating budget, including developing annual operating plan, expense forecasts and other executive management reporting.
- Responsibilities include negotiating competitive rates, purchasing, monitoring and enforcing contracts compliance.
- Report to executive management; manage staff of 2 direct reports.
- Manager Operational Finance Compile and analyze financial information with department heads Managing invoice approval, reconciliation and billing compliance of 25,000 invoices per year Develop integrated revenue/expense analyses, projections, reports, and presentations Create and analyze monthly, quarterly, and annual reports for accuracy Create key performance metrics for Finance and Executive Management.
- Report was presented weekly to management Lead in several financial/operational projects which included a turning an aircraft into an Air Ambulance and relocating the company to increase profits Identify patterns and subsequent spending activities to help optimize purchasing strategies Maintained 2 departments budgets for the Airline and Flight Department Perform financial forecasting and reconciliation of internal accounts and chain vendors Handle complex and high-level financial analysis of cost domestically and internationally Present and discuss analysis with upper management along with goals Managed business relationships with suppliers, service providers, contract providers, and industry experts Develop annual operating plan and provide monthly expense forecast Identify patterns of demand and subsequent spending activities to help optimize purchasing strategies Negotiate purchase agreements, long-term strategic plan with our supplier of a necessary commodity, thereby allowing our company a leveraged position in terms of margin enhancement.
- Determine the degree of risk/liability with contract compliance/non-compliance based upon annual spend with vendors and suppliers Lead in Operational Changes and communication to the entire company Management of the two fleet (Lear 35's) for passenger operations in quoting, reporting Profits and reconciliation of the expenses for the related operations.

Education

05/2009

Masters of Business Administration : Financial Leadership

Franklin University - City , State

Financial Leadership

12/2007

Bachelor Degree : Science in Financial Management

Franklin University - City , State

Science in Financial Management

12/2007

Bachelor Degree : Science Business Administration

Franklin University - City , State

Science Business Administration

Skills

Ambulance, balance, billing, Budget development and management, budgets, budget, Bi, coaching, competitive, contracts, Corporate Finance, Cost control, Executive Management, expense reporting, Finance, financial, Financial accounting, Financial Analysis, analyze financial information, Financial Analyst, financial forecasting, financial forecasts, Managing, mentoring, Microsoft Products, Excel, Outlook, NT, Microsoft Word, month end close, negotiating, Optimization, presenting, presentations, pricing, pricing analysis, Process Management, Procurement, profit, purchasing, Relationship Management, reporting, sales, scheduling, Sourcing Strategies, strategic, annual reports