

Skills:

I enjoy being creative and productive in the workplace.
I like a good challenge and take a proactive, hands-on approach to problem solving.
I excel at data mining, modeling, and analysis to produce concise financial recommendations.
I am able to integrate and utilize a variety of system and software tools to explore efficient solutions and produce results.

Experience:

Conservation International

Manager, Financial Reporting and Analysis (7/02-7/04, Contract 8/04-Present)

Analysis – Develop, lead, and institutionalize Long Range Financial Plan including the creation and rollout of data templates, database consolidation, modeling, advise on strategic planning decisions, and preparation of financial material for CFO presentations to Board. Provide CFO and staff with other financial analysis including revenue and cash flow modeling, historical summaries, year-end projections, and comparative analysis to similar organizations.

Reporting – Define key financial indicators and track metrics on a monthly basis. Developed and implemented a working solution for paperless reporting. Manage monthly financial reporting to field offices in 30 countries. Advise, review, and sign-off on all proposal budgets and financial reports to private donors. Prepare annual financial statements for audit and annual report.

Technology – Finance point-of-contact for technology and financial applications. Developed and implemented database solution for tracking grants. Project manager for functional upgrade to Oracle 11i.

Training – Lead training for finance and program staff in the areas of sound financial management, financial analysis, and use of financial tools (Oracle, Discoverer and Excel)

Lockheed Martin

Site Cash Planner, Air Traffic Management (3/02-6/02)

Management and coordination of monthly, quarterly, and annual Cash Plan
Plan and authorize capital spending
Responsible for monthly forecast of cost of production, A/R, A/P, and inventory

Senior Financial Analyst, Air Traffic Management (9/00-2/02)

Lead Financial Analyst for URET CCLD Contract (\$230M)
Primary customer interface for financial issues and monthly presentations
Implementation of government Earned Value Management practices
Author monthly Cost Performance Reports to customer and present budget variance reports to senior staff
Perform and track monthly Risk and Opportunity assessments
Accountable for monthly forecasts of orders, sales, profit and cash

Financial Analyst, M&DS Western Region (5/98-8/00)

Operating plan development and risk assessment for business operations
Monthly performance and variance reporting
Indirect cost control and analysis
Orders, funding and backlog reporting
Reconciliation of historical data
Cost Volume Manager for domestic/international & government/commercial proposals
Support to Business Development, including complex modeling, labor rate analysis, general research, and metric development
Software Training Lead

Matthew Wooliever – page two

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Associate Financial Analyst, Space and Range Systems (11/96- 4/98)

Financial Coordinator for MAIS Contract (\$100M)
Implementation of government Earned Value Management practices
Development of Quarterly “Estimate at Completion” documents
Assisted in Internal Audit of the Accounting and Finance departments
Adhoc Support to Controller

Internship, Conservation International - GIS Lab (6/95-9/95)

Successful completion of river mapping project of Asmat, Irian Jaya.
Database development for biosphere reserve projects and worldwide resources.
Support for GIS training activities and general mapping projects.

Computer Experience & Skills:

Operating Systems: Windows 2000/NT, Mac OSX & 9.2, UNIX, DOS

Microsoft: Excel, Word, PowerPoint, Access, Project

Adobe: PageMaker, Illustrator, PhotoShop, Acrobat, GoLive CS

Finance/Accounting: Oracle 11i, Oracle Discoverer, Noetix Views, PeopleSoft, PICS, Pro-Pricer, PEPS, PPAS, MARS

GIS: ARC/INFO, IDRISI, CISIG

Other: Visual Basic, AML, HTML, Java, C++

Education:

B.S. in Environmental Management, 1996. California Polytechnic State University, San Luis Obispo, CA.