

# CAROL ROBERTS

(347) 535-4562  
[amanda@thejobchick.com](mailto:amanda@thejobchick.com)

1234 Your Street Here  
Your City, ST 12345

---

## FINANCIAL PROFESSIONAL

Financial Modeling/Analysis & Strategy & Data Visualization

Articulate, Driven, and Trustworthy **Financial Professional** with 10+ years of combined working experience, possesses hands-on experience combined with a unique approach to financial management. Experienced in handling an array of financial operations and providing outstanding customer service, the individual demonstrates keen attention to details and possesses innate ability to conduct various financial operations with maximum efficiency. Extremely competent individual maintains an impressive track record of delivering outstanding results in the payments industry. Delivery focused strategy and financial specialist, enjoys the challenge of generating new opportunities and is unwavering in the pursuit of excellence.

### *Unparalleled Expertise in Developing Financial Models and Strategies Resulting in Business Growth*

- ✦ Strong Written & Verbal Communication Skills
- ✦ Analytical & Detail-oriented Problem Solver
- ✦ Project Management & Contract Negotiation
- ✦ Proficient Social & Interpersonal Abilities
- ✦ Financial Modeling & Competitor Analysis
- ✦ Adept at Strategic Planning & Organization

---

## CAREER HISTORY

### MasterCard

Aug 2012 – Present

Director - Strategy and Business Development Finance (Jan 2015 – Present)

Manager - Strategy and Business Development Finance (Feb 2014 – Dec 2014)

Manager - Operations and Compliance (Aug 2012 – Feb 2014)

Purchase, NY

- ✦ **Provided leadership and direction** to a complex program of work including strategic operations, business development, and all financial matters; supplied comprehensive consultative support to executive leadership in the structural **development of proposals** for new business opportunities.
- ✦ Significantly **improved business performance** and company's overall strategic position with the development of financial models for all business opportunities, including competitor analysis, and ad hoc reporting.
- ✦ Assumed accountability for the largest and most complex deals in the US market; successfully negotiated and **closed high value deals** involving the top retailers in the country, two of the largest airlines, the leading digital giants from Silicon Valley, and the largest credit and debit card issuers in the US; formulated sections and definitions for agreements to convey complicated financial issues.
- ✦ Responded to the unprecedented opportunities and emerging challenges in a professional and effective manner; **delivered thought leadership and expert advice** on company's proposal strategy and offer development; devised highly effective strategy for formulation of financial proposals.
- ✦ **Built detailed and customized financial models** that represented intricate and complex business situations, analyzed key financial drivers and impacted company's overall performance; utilized industry best practices, including scenario and sensitivity analysis to test and analyze models.
- ✦ Delivered substantial guidance through all phases and in all aspects of financial analysis and business planning to facilitate successful company operations; conducted extensive competitor analysis, **identifying and assessing critical strengths and weaknesses** for both MasterCard and competitors.
- ✦ Regularly presented large, multi-faceted deals to executive management; interface directly with the highest level executive leadership throughout the company.
- ✦ Continuously strived to identify and implement best practices within the field of work; **built automated management reporting applications** that provided feedback on key business objectives.
- ✦ **Identified, designed and delivered process improvement initiatives**; performed internal reviews to ensure conformity with procedures, standards and regulations.
- ✦ Completed a number of initiatives that delivered tangible benefits and change; redesigned and enhanced key business processes **directly improving the client experience, financial performance and overall business operations**; developed an automated budget reporting application using Access, PowerPivot and DAX to handle US Sponsorships' \$46 million dollar budget.

- ✦ Proactively worked towards achievement of operational excellence and optimum results; built an automated asset utilization reporting application, which **reduced the time to create a report from 8-10 hours to less than five minutes**; created an automated Access based reporting application that enhanced and streamlined various compliance reporting.
- ✦ Enables business areas to improve quality and exercise continuous process improvement with the development and institution of various tools, business analytics and executive dashboards.

#### United States Environmental Protection Agency (EPA)

Apr 2009 – Dec 2011

Lead Business Analyst/Contracting Officer

New York, NY

- ✦ Played an integral role in the solicitation, negotiation, and award of three Emergency and Rapid Response Service contracts with an estimated potential value over \$375 million.
- ✦ Conducted deep dive assessment to **analyze potential opportunities and determine the financial strength of prospective contractors**; deliberately analyzed and reported on company's financial statements, resources, working capital, and organizational and program management structures; chaired highly productive, ten full day meetings for the technical evaluation of all proposals.
- ✦ **Provided the best value for the company through all contracting efforts**; formulated all negotiation strategies and analyzed proposal revisions; led successful negotiation process resulting in a final price for all contracts totaling \$17 million less than originally budgeted.
- ✦ Orchestrated a five year, \$18 million remedial action contract for professional architect /engineer services, as well as a \$10 million contract for emergency and rapid response services; efficiently and effectively **handled a range of matters of contentious nature**; regulated all post-award performance management actions, including the administration of incentives, budgeting, funding, and compliance.

#### Toys R Us

June 2008 - Mar 2009

Senior Financial Analyst

Wayne, NJ

- ✦ In a mutual collaborative effort with senior management **prepared a full year, \$4 billion sales forecast**; fostered a culture of high performance and continuous improvement; redesigned and enhanced the Babies R Us Comparative Sales Calendar that provided current and historical sales metrics.
- ✦ **Deployed innovative solutions that boosted business competitiveness**; revamped and increased the effectiveness of an existing model that measured the impact of new store openings on existing stores.
- ✦ Undertook various strategic initiatives with a commitment to continuous growth, improvement and development of new business opportunities; **created the first price recommendation model for Babies R Us merchandise** that enabled the generation of an incremental profit of over \$2 million.
- ✦ Provide innovative yet effective solutions to complex challenges; **developed financial models, insights, and analytical and correlation studies** that inspired strategic resource allocation and business growth.

#### United States Environmental Protection Agency (EPA)

June 2004 – June 2008

Business Analyst/Contract Specialist

New York, NY

- ✦ **Managed complex negotiations** critical to the successful operation of the agency; negotiated and awarded a five year \$2.8 million contract for facilities management support services; **generated savings of over \$400,000** with the restructuring of labor categories needed to perform the contract.
- ✦ Demonstrated strong business acumen, **proactively working to provide the best possible results** for the organization; reduced the total price of a five year \$1.5 million contract for environmental inspection support services, by 50% from the amount originally proposed.
- ✦ **Minimized financial risk and maximized operational and financial performance** for the entire organization; solicited, awarded, and managed four contracts valued approximately one million dollars for the consolidation and reorganization of workspace on several floors.
- ✦ Liable for the successful delivery of a five year, \$500,000 contract for the maintenance of laboratory equipment critical to the agency's mission; exhibited **excellence in meeting all key objectives in a timely manner**, within the limits of defined budget and with a great quality levels.
- ✦ Demonstrated vast expertise in negotiating large, complex contracts with an exceptional relationship building and stakeholder management skills; identified, managed and advised on key financial issues **ensuring initiatives are driven to successful completion**.
- ✦ Successfully managed conflicting priorities across a diverse area; systematically analyzed complex financial metrics, drew relevant conclusions and implemented appropriate solutions.

## EDUCATION & TECHNICAL SKILLS

Iona College, 2006 – 2008, MBA – Finance, GPA: 3.9  
Iona College, 1999 – 2003, BBA - Business Management, GPA: 3.9  
Beta Gamma Sigma Honors Society

Six Sigma Greenbelt, Mar 2014

Online Courses: Financial Modeling, Data Visualization, and Excel  
Professional Certification in Contracting, Successfully Completed 11 courses on such Topics as: Acquisition Planning, Negotiation Techniques, Cost Analysis, Contract Law, and Contract Administration

www.TheJobChick.com  
Financial Modeling ✦ PowerPivot ✦ PowerPoint ✦ VBA ✦ Microsoft Access  
Excel (VBA, Nested Formulas, Pivot Tables, Data Modeling, Scenario, Sensitivity Analysis)

## CAREER HIGHLIGHTS

Key Contributor and Thought Leader on a Lot of Major Deals Impacting the Company and Industry,  
Received Outstanding Results at Performance Reviews and have been tagged as a "High Potential"  
Employee defined as Capable of 1-2 Promotions within the next 3 Years, *MasterCard*

**MasterCard CFO Award**, in Recognition of my Contribution and Leadership on the Largest Deal of the Year  
Globally Across the Entire Company in Which I Played a Critical Role, 2016  
Received 5 "H.E.A.R.T" (Highlighting Excellence and Recognizing Teamwork) Awards over the last 5 Years

US Environmental Protection Agency:

- "Superior Accomplishment Recognition Award" Noting the Thorough Financial Analysis of each Price Proposal, Timely Handling of Negotiations and Quality of Completed Documentation;
- "Superior Accomplishment Recognition Award" for Facilitating and Guiding the Technical Evaluation Panel for the Award of Three Emergency and Rapid Response Services Contracts;
- "Superior Accomplishment Recognition Award" for Awarding Three Contracts while Still Performing Contract Management and Simplified Acquisition Duties at a High Level;
- "Superior Accomplishment Recognition Award" for Simultaneously Completing Procurement Professional Training while Still Performing Contract Management and Simplified Acquisition Duties at a High Level;
- "White House Closing the Circle Award", as a Member of the Federal Electronics Challenge Team

References Gladly Provided Upon Request

www.TheJobChick.com