**Karla Geng**

202-552-9005

[karla.geng@gmail.com](mailto:karla.geng@gmail.com)

**SUMMARY**

Professional Budget and Financial Management Analyst who provided over six years of fiscal support to include: Data calls, forecasting, reporting, reviews, execution, planning and risk assessment. Customer service oriented, resourceful, self-motivated, creative, proactive, and responsive in developing workable solutions to issues encountered by Program Managers. I possess the ability to multi-task in a fast-paced environment and ensure effective delivery of data calls under tight deadlines as well as daily tasks. I thrive in a team-oriented, collaborative environment while keeping leadership informed of progress and issues.

**SECURITY CLEARANCE:** Public Trust Security Clearance

**EDUCATION:** The Art Institute of Washington

Bachelor of Arts in Advertising, December 15, 2010

**KEY SKILLS:** Strategic financial planning & execution; CPIC; Reporting and analysis; continuous process improvement; requirements gathering and definition; MS Office; Experience using BTT (Budget Tracking Tool), BSC (Business Intelligence Common Services), M2 (MHS Management Analysis and Reporting Tool, EAS IV (Expense Assignment System), Bilingual (Fluent in Spanish/English)

**EMPLOYMENT**

**Seneca Solutions, LLC / Seneca Global Services**

**Senior Financial Analyst January 2022-Present**

* Ensure the MHS-wide programs within the Common Cost Accounting Structure (CCAS) and Medical Expense and Performance Reporting System (MEPRS) functional practices, policies and functional requirements of operations and reporting are managed and monitored.
* Develop and improve financial management policies for MHS (Military Health Services) under the Defense Health Agency (DHA).
* Establish skill development and certification activities to continually enhance cost accounting knowledge and expertise at all MHS levels.
* Provide that budget execution and MEPRS reporting occurs within the same program element codes, MEPRS functional cost code, and standard element of expense and is in compliance with the CCAS standardized definitions and data elements.
* Maintain and responsible for Financial Data Quality and Compliance Analysis
  + GFEBS- OBS Report 1 and Report 2/ PO Detail Report

**Financial Analyst/Program Administrative Assistant December 2019-January 2022**

* Provided contractor support to Defense of Health Agency Military Health System Financial Performance and Reporting System (FPRS) Common Cost Accounting System (CCAS), and Defense Medical Information System (DMIS) Identifier ID workgroups.
* Utilized M2 (Military Health System Management Analysis and Reporting Tool) and Expense Assignment System IV (EAS IV) Repository Query for creating Financial and Workload Data reports for populating DMIS ID/Market Database.
* Assisted Senior Financial Analyst in compiling and analyzing monthly CCAS Compliance Reporting and updating monthly Financial Performance and Reporting System (FPRS) Issue Tracker.
* Recorded executive meeting minutes for the Financial Performance and Reporting System (FPRS) Improvement Work Group and the Cost Accounting Division Transition Work Group Meeting. (To include: Creating Agenda, reviewing PowerPoint presentation, documenting issues and tracking leadership decisions for all three Branches within the Cost Accounting Division: Cost Accounting Branch, Data Quality Management Control (DQMC) and Revenue Cycle Management Branch (RCMB).
* Participate in the FPRS Sub-Work Group:
  + Reviewing BAG/PE alignments due to reprogramming request
  + Reviewing CCAS Technical Manual BAG definitions outdated with all Services
  + Responsible for compliance checks involving analysis for Medical Expense and Performance Reporting System MEPRS/ Functional Cost Code FCC/Program Element PE compliance checks
  + Utilized standard reporting tool/feature in Direct Expense Pure report in EAS IV for review of financial data directly from source systems prior to MEPRS analyst manually adjusting records
* Performed DoD Annual Trainings Workgroup Training Manager (WTM) duties for FPRS/CCAS teams.
* Submit Weekly Status Report for FPRS/CCAS WG; upload weekly reports for leaderships review
* Retrieved updated publications of the MDR and M2 Data Dictionaries from Health.mil; posted dictionaries to SharePoint and inform FPRS/CCAS team of the update.

**FavorTech Consulting, LLC August 2018 – September 2019**

**Business Financial Analyst**

* Provided financial, budget, and acquisition subject matter expertise to VA Office of Information & Technology (OI&T) Benefits Appeals and Modernization (BAM) portfolio Customer Relation Management (CRM) program consisting of 10 projects with 7 different project managers. Conducted weekly meetings with project managers to track status of current acquisitions and to resolve any issues related to execution.
* Worked with Project Managers to identify financial needs and priorities and to develop and maintain annual Budget Operating Plans (BOPs) for projects.
* Assisted Project Managers and Strategic Sourcing in drafting acquisition documents for final submission to contracting.
* Provided senior leadership with CRM program funding and acquisitions status reports.
* Interfaced and coordinated with budget subject matter experts, budget analyst, and business experts to track, update and report on financial performances and process CRs, unfunded requirements (UFRs), and other funding requests, etc.
* Advised VA project managers with submitting formal Change Request (CRs) and monitored CRs in-process from initiation to approval.
* Advised Project managers on appropriate use of Development and Sustainment funding execution to ensure compliance with established laws, regulations, and policies
* Utilized Budget Tracking Tool (BTT) reporting capabilities to create ad hoc reports for portfolio leadership, program managers, and project managers to inform strategic and tactical financial decisions.
* Supported project managers with Veteran-Focused Intake Process (VIP) documentation preparation, tracking and reporting; utilized this tool to update program metrics.
* Performed and assisted VA project managers with high quality ad hoc internal and external reporting needs.

**The Ambit Group February 2018 - August 2018**

**Junior CPIC Business Analyst**

* Supported National Oceanic and Atmospheric (NOAA) National Weather Serviceproviding CPIC as a Service (CaaS) subject matter expertise in developing and implementing IT CPIC portfolio management policies, procedures, and guidance.
* Assisted the investment management process coordination including analysis and review of the IT portfolio through all phases of the investment management process.
* Assisted the NWS CPIC Lead in the preparation, submission, maintenance, and consolidation of OMB business cases.
* Coordinated the realignment of investments to comply with the Technology Business Taxonomy (TBM) efforts for improved alignment between IT, Finance, and business stakeholders.
* Organized investments into Cost Pools and IT Towers to comply with TBM efforts.

**Loch Harbour Group April 2015 – February 2018**

**Financial Analyst**

* Worked collaboratively with PP&O Investment Managers (IMs), EPMO Program and Project Managers, Budget Execution, and Acquisition and Contract Administration members to analyze, review, consolidate, and update BTT entries to ensure consistency with appropriated and prioritized funding amounts.
* Prepared various artifacts for the annual submission of IT financial requirements for EPMO.
* Provided support for the creation, modification, and analysis of the EPMO Multi-Year Programming (MYP) submission via the MYP module within the Budget Tracking Tool (BTT).
* Assisted in analysis and identifying complex financial issues and translating perspective data into information for decision-making.
* Utilized BTT to perform financial analyses of projects and to detect, correct, or report to senior management all errors or issues.
* Reviewed and tracks all updates and changes made to quad charts.
* Prepared and submits Financial Management Services (FMS) Team Management Meeting weekly summary outline discussion notes.
* Reviewed Budget Year (BY) Budget Operating Plan (BOP) submissions and compares them against the President’s Passback to ensure funding conformity.

**Savvee Consulting November 2013 – March 2015**

**Budget Analyst**

* Provided acquisition and budgetary support to the VA Office of Information & Technology (OIT) Enterprise Program Management Office (EPMO) MI04, Data Access Services (DAS) and Memorial Products Delivery.
* Prepared, managed, updated, and submitted project quad charts
* Collaborated with program manager to develop the Budget Operating Plans (BOPs) for all procurements for multiple projects.
* Drafted Budget Descriptions, Justifications and Outcome Statements for annual Budget Operating Plan (BOP).
* Established and maintained internal controls to improve the management of the planned budget and acquisition activities and for enhanced reporting capabilities.
* Performed comprehensive analyses each month regarding a wide variety of project management and business services related to planning, programming and budgeting process; identified all risks and issues and reported the findings to senior leadership.
* Completed and issued budget change requests to realign funding with acquisitions.
* Completed multi-year budget build exercises and submitted to Enterprise Program Management Office (EPMO) Program Planning & Oversight (PP&O) Investment Manager (IM) for final review and approval.
* Provided OMB Exhibit 300 Major IT Business Case and Electronic Capital Planning and Investment Control (eCPIC) support including submitting operational metrics and risks, Work Breakdown Structure (WBS), project, deliverables, multi-year budgets, schedule, and risks, and risk management plan/register.
* Prepared and managed budget- and acquisition-related PMAS documentation necessary for project Milestone Reviews.
* Participated in the restructuring and reorganization of libraries and lists in the VLER PMO Financial, Budgeting, Acquisition, and Contract SharePoint site in accordance with industry best practices for improved efficiency and effectiveness in tracking and reporting.

**Savvee Consulting September 2012 – December 2013**

**Junior Contract Administrator**

* Served as Assistant to Director of Contracts by providing administrative/clerical support and performing diversified professional and administrative functions.
* Created, developed, updated, and managed file system for awarded contracts.
* Organized contract binders into sections, including: Organizational Charts, Burn Reports, Subcontract Agreements, Sales Reports, Contracts/Tasks Orders, Cost Proposals, Technical Proposals; Labor Matrix and other required documents.
* Developed Government Contract Briefs, identifying and analyzing contract clauses, scope of work, and summary of contract modifications, contract deliverables, invoices and point of contacts information.
* Processed modifications and calculated the impacts upon contract/tasks orders total funding and the ultimate contract value.
* Developed a thorough understanding of contract types, including, Time & Material (T&M) contracts, Firm Fixed Price (FFP) contracts, Cost plus Fixed Price contracts, and Labor Hour (LH) contracts.
* Proofread and edited Teaming Agreements and Non-disclosure Agreements for Government contracts in accordance with the FAR, supplemental agency regulations, and company policies.
* Assisted in establishing Information Technology Asset Management (ITAM) inventory for corporate office.
* Processed Belarc reports and collected data information for IT asset information and inputs data into spreadsheet for corporate inventory records.
* Supported the development of the Consultant Guide Booklet for all current company Employees.
* Assisted a team of Enterprise Architects in researching applications for the Military Sealift Command (MSC).
* Maintained database on End of Life (EOL) and End of Support (EOS) chart applications used at MSC.
* Researched End of Life and End of Support dates for Afloat and Ashore equipment that supports MSC IT systems.
* Outlined and proofread reports and correspondence.
* Maintained basic knowledge of the Department of Defense Architecture Framework and Department of Defense Architecture views.