

BENJAMIN LEE

Management Analyst for Programs

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PROFESSIONAL SUMMARY

Strategic Management Analyst with a decade of experience optimizing program performance and enhancing operational efficiencies. Expertise in data analysis and stakeholder collaboration to drive impactful solutions. Proven track record in delivering actionable insights that align with organizational goals and improve resource allocation.

WORK EXPERIENCE

Management Analyst for Programs
WidgetWorks Inc.

May / 2019-Ongoing
Denver, CO

- Analyze and interpret data to provide actionable recommendations for Government Credit Card and Defense Travel System operations.
- Collaborate with subordinate units to gather and present data insights to executive leadership.
- Review and approve purchases for over 6,000 Soldiers, managing an annual budget exceeding \$30M.
- Conduct quarterly audits on over 2,000 Government Credit Card transactions, ensuring compliance and accuracy.
- Maintain adherence to Defense Finance and Accounting policies, optimizing financial operations.
- Prepare and present assessments on key areas to executive officials, enhancing strategic decision-making.
- Develop and document administrative processes to support over 6,000 soldiers in operational logistics.

Management Analyst
Cactus Creek Solutions

May / 2015-May / 2019
Phoenix, AZ

- Supported project managers across multiple RCSs, enhancing program planning and execution.
- Coordinated with management and clients to align schedules and project timelines effectively.
- Developed detailed project schedules and identified solutions for potential production delays.
- Prepared and monitored budget plans, ensuring task order expenditures aligned with contractual obligations.
- Trained personnel on system operations, improving overall project efficiency and effectiveness.
- Led initiatives for equipment acquisition and testing, ensuring compliance with project specifications.

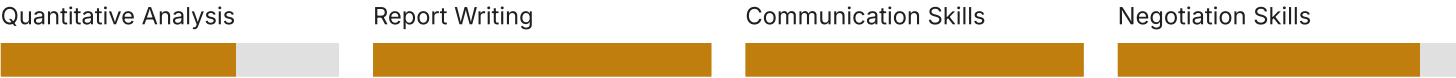
EDUCATION

Master of Business Administration
Harvard University

May / 2012-May / 2015
Santa Monica, CA

Focused on strategic management and operational efficiency.

SKILLS



ACHIEVEMENTS

- Implemented a data-driven budgeting process, resulting in a 15% reduction in operational costs.
- Led cross-functional teams to enhance program performance, achieving a 20% increase in efficiency metrics.
- Conducted comprehensive audits leading to improved compliance and reduced discrepancies by 30%.