

**Tim Callison**  
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## **SUMMARY**

Business analyst with strong interpersonal, investigative, communication and analytical skills. Experienced in gathering user requirements, translating requirements into efficient processes, and creating clear and concise documentation. Broad-based business experience in operations management, marketing, and finance. Perceptive, flexible, team-oriented; takes ownership of problems, enjoys research, finding creative solutions to complex problems. Ability to work under pressure and to communicate clearly and honestly with peers, managers, and customers. Commitment to continuous learning and skill development. MBA degree with operations management and finance concentration.

## **PROFESSIONAL EXPERIENCE**

**Manpower Professional and TechLink Systems** 5/02 - 7/06  
**Financial Analyst - Hewlett Packard, Corvallis**

- Analyzed and maintained warranty repair cost data.
- Built and applied various tools to convert data from diverse sources into useful information.
- Developed and documented processes to analyze spending and material cost data.
- Automated internal billing process.

**SunGard Banking Systems, Portland, OR** 7/00 - 4/01  
**Business Analyst**

- Created and documented business procedures to capture and preserve lessons learned, which increased the efficiency of knowledge sharing.
- Tested software and wrote user documentation for a successful new international banking software product.
- Implemented project management methodologies and tools, which resulted in capturing \$500,000 of otherwise lost professional service revenue by identifying and tracking billable time. Helped present a more professional image and manage customer expectations.
- Reviewed and validated project schedules with input from team members.

**Manpower Technical, Portland, OR** 12/99 - 2/00  
**Pricing Analyst**

- Calculated pricing for information technology project proposals at Lockheed Martin Integrated Business Solutions.

**Macro Manufacturing Company, Portland, OR** 6/92 - 1/99  
**Operations Manager**

- Created information resources to measure costs and help set pricing.
- Improved and documented business processes for increased efficiency and reliability with better information for management.
- Performed software training, support, and maintenance on personal computers and network servers.
- Programmed and maintained computerized payroll, invoicing, cost accounting, and statistical quality control systems

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- Designed improved testing, recruiting and hiring processes.
- Managed marketing efforts in various areas, including direct personal selling, independent agents, print media, and Internet.
- Completed proposals and competitive bids in a timely fashion.
- Developed cash flow forecasts.
- Performed valuation analysis and assisted in negotiations for an acquisition by a foreign investor.
- Analyzed costs and set pricing.
- Analyzed capital budgets.
- Managed accounts payable and accounts receivable.
- Started 401(k) profit sharing plan.

**Cornell Pump Company, Milwaukee, OR  
Credit Analyst**

**9/91 - 12/91**

- Applied multiple discriminant analysis and multiple regression to develop a computer model that evaluates risks and sets credit limits for commercial accounts.

**Sulzer Bingham Pumps, Portland, OR  
Manufacturing Engineer**

**11/85 - 3/90**

- Created manufacturing plans and time estimates.
- Planned repair and/or replacement of discrepant parts.

**INFORMATION TECHNOLOGY SKILLS**

- Microsoft Office (Access, Excel, Word, Outlook, PowerPoint, VBA)
- Microsoft Project and Project Central
- Windows NT Server, Windows 2000, Windows XP
- Microsoft Visual SourceSafe
- Peachtree Accounting
- Statistical Process Control (SPC)
- Data Communications, World Wide Web Publishing

**EDUCATION**

**1991                      Portland State University, Portland, OR  
Master of Business Administration**

Emphasis on Finance and Operations Management. Graduate Business Scholar, Financial Management Association Honor Roll

**1984                      University of Oregon, Eugene, OR  
Bachelor of Science in Management**

Beta Gamma Sigma, national business honor society (Lifetime Member)