

# Roberto Matias

Grand Prairie, TX

479-320-0899

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## **Summary of Qualifications**

With more than 25 years of military, civilian, and self-employ experience providing excellent customer service while developing and implementing procedures, budget, and personnel management; working in management/supervision, auditing, and support; supporting upper management by auditing data and verbal and written explanation results; enforcing laws, rules, and regulatory compliance; find problems' root cause through analysis and establishing processes for improvement. I am educated in financial management, covering financial mathematics, capital budgeting, sources of capital, and financial analysis. The emphasis on capital management and the ethical considerations of balancing the capital mix to maximize shareholder value. **Computer literate. Bilingual: Spanish/English fluent.**

## **Education**

- MBA in Human Resources Management, 2021, from the University of the Southwest
- BAAS Business Management, 2019, from Texas A&M University

**Budget Analyst**—Serve as an expert Budget Analyst, performing the full complement of financial/budgetary operations necessary to support regional programs. Develops the organization's total long-range financial plan and budget, and is responsible for budget formulation, justification, presentation and execution. Initiates, executes, coordinates and evaluates all program matters as they relate to the financial management of assigned funds. Develops, plans and reviews financial activities to assure conformity with policy and procedures. Prepares all written justification and other documentation needed to support funding. Edits budget requests and estimates prepared within other components of the regional organization, implementing necessary changes and revisions. Prepares formal consolidated budget forecasts and reports on budget execution.

**Management**—Over seven years of higher education in Business Management and 17 years as President for the Door CFM, Sargent for the US Army, project management, and point of contact while managing processes, procedures, departments, personnel, and other areas of responsibility in the workforce that includes but is not limited to: coordinate, modify, expedite, and disseminate information about local, state, and federal policies, regulatory requirements, and other standard operating procedures (SOP). Develop operating guidelines to implement administration procedures.

**Support upper Management**—Support to upper management, government officials, and outside agencies while performing surveillance, inspections, examinations of records, inventory of products, and ensuring. That accounts are correct, balanced, and ready for audits upon request. Performed central leadership role and made reports for the Executive Director. Provide oversight to other administrative and support staff engaged in a variety of functions such as travel, budget, personnel actions, property management, records management, and training.

**Technical Expertise**—Over 25 years were performing various responsibilities such as being involved in the planning, developing, coordinating, progressing, and evaluating the adequacy and effectiveness of multiple programs and providing a broad range of knowledge and experience of a theoretical and applied nature on matters relating to company's operations and gathering and researching data from a variety of sources, specialized inventory, and accounting practices for various industries. Coordinate personnel action requests with management and the Human Resources Office.

**Experience****Management:**

- An influential leader in enforcing a discipline program who possessed poise and confidence; always able to lead employees from the front, resulting in completing tasks and assigned duties.
- Maintained accurate inventory, accounting, and expenses and maintained 100% accountability for over \$3 million of government equipment.
- Developed strategies to drive quality improvement and innovation in service delivery to improve healthcare delivery.
- Demonstrated a genuine desire to take care of employees by processing over 1,000 Defense Travel System vouchers during a rated period with no rejected submissions.
- Sacrificed personal time to assist employees with their Government Travel Orders and Travel Cards issues, ensuring no loss of training time or travel delays.

**Auditor:**

- Gather statistical information using verbal and written communication, including in-person interviews to collect information. Take minutes at meetings and write summarized reports to present them to the team for review.
- Applying analytical and evaluative techniques to the identification, consideration, and resolution of issues or problems of a procedural or factual nature.
- Interpreting and analyzing data or other information. Monitoring and updating reports.
- Review, coordinate and implement work plans, policies, procedures, and business management concepts.

**Support upper Management:**

- Strong leader, able to influence and articulate meaningful purpose with a high level of candor and shared goals.
- Serve as the executive assistant to the command group consisting of the commander, senior enlisted advisor, and deputy commanders.
- Represent the office in dealings with vendors and organizations within the agency that has primary responsibility for these services.
- Making agreements and commitments at meetings and during telephone discussions by previously received instructions.

**Technical Expertise:**

- Conduct work while thinking outside the box to implement a new quality control system, increase the organization's effectiveness, and enjoy hard work and dedication rewards by obtaining zero deficiency and on-time 100% improvement.
- Participate in evaluating administrative programs, systems, and methods and identify ways to improve the efficiency and effectiveness of service.
- Develop information regarding practices and utilize standard investigating methods and techniques during examinations of processes, and documents, gather information, and implement rules and government regulations for corporations under audit.

**Work History**

Budget Analysis, US Army Corps of Engineers, AR (40 Hrs/wk. GS-7/9) from 03/2023 to Present.

Supervisor: Charanne A Marshall 817-886-1417

Administrative Support Assistance, US Army Corps of Engineers, AR (40 Hrs/wk. GS-6) from 10/20122 to 03/2023. Supervisor: Robert Morris 817-886-1395

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Initial Assistance Representative, IRS, Fort Worth, TX (40 Hrs/wk. GS-5-4) from 7/2022 to 10/2022. Supervisor: Bonner-Taylor Nichole, Phone No. 682-707-0218

Insurance Agent, Bankers Life, Grand Prairie, TX (20 Hrs/wk. Commission) From 6/2022 to 9/11/2022. Supervisor: Peter Hickman, Phone No. 972-457-3320

Senior Pastor, Door CFM, AR & TX (20 Hrs/wk.) from 10/2017 to present Supervisor: James Rosario, Phone No. 254-290-4458

Administrative Support Assistance, US Army Corps of Engineers, AR (40 Hrs/wk. GS-5-4) from 10/2018 to 10/2021. Supervisor: Michael Richards, Phone No. 479-636-1210 ext. 1702

File Clerk, Veterans Health Care System of the Ozarks (VHSO), AR (40 Hrs/wk. GS-4-1) from 01/2018 to 10/2018. Supervisor: Sara McCoy, Phone No. 479-443-4301

Forklift Driver, Sam's Club, AR (40 Hrs/wk. 11 hrs) from 3/2017 to 01/2018. Supervisor: Will Mertig, Phone No. 479 365-8141

Supervisor & Manager, United States Army, TX & HI (40 Hrs/wk. E-5 Rank) from 5/2002 to 10/2005 & 06/2007 & 01/2015.

## **References**

### **Michael G Richards**

Employer U.S. Army Corps of Engineers  
Title Deputy Operations Project Manager  
Phone 202-913-4070  
Email michael.g.richards@usace.army.mil

### **Diana Elders**

Employer U.S. Army Corps of Engineers  
Title Operations Project Manager  
Phone 501-340-1714  
Email [Diana.M.Elders@usace.army.mil](mailto:Diana.M.Elders@usace.army.mil)

### **Michael B Torres**

Employer U.S. Army Corps of Engineers  
Title Chief Business & Finances  
Phone 817-866-1889  
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