

Farah Singleton

Program Finance Area Manager

📞 (248) 555-6921 ✉ farah.singleton@example.com

🌐 linkedin.com/example/farahsingleton 📍 Rochester Hills, MI 48307

STRENGTHS

- 👥 **Portfolio Leadership**
Set clear priorities across complex programs, and team members gained confidence in ownership and review preparation.
- ♥️ **Forecast Judgment**
Connected cost, schedule, and contract signals during EAC reviews, helping leaders act before risks became surprises.
- 📚 **Team Development**
Coached analysts through difficult reviews and practical feedback, turning recurring questions into stronger independent analysis.
- 💬 **Executive Communication**
Turned detailed financial results into concise recommendations, giving program leaders a clearer path through tradeoff decisions.
- ⚙️ **Process Improvement**
Standardized reporting and validation routines across finance cycles, creating smoother reviews and greater confidence in submitted results.

SKILLS

Program Finance
Defense Programs
Government Contracts
EAC Management
Financial Planning Forecasting
Budgeting Operating Plans
Revenue Analysis Cash Analysis
Profitability Analysis
Variance Analysis

SUMMARY

Program finance leader with **15 years** of progressive experience supporting complex government and **defense programs** through **financial planning**, forecasting, EAC management, budgeting, revenue and cash analysis, profitability assessment, variance analysis, and executive reporting. Leads finance professionals while advising program and functional leaders on execution risk, financial trends, customer requirements, and portfolio decisions. Brings practical experience with FAR and DFARS requirements, Oracle, Hyperion, Power BI, Microsoft Office, **operating plans**, customer reviews, and cross functional program execution. Connects financial data with clear recommendations that improve forecast quality, reporting discipline, and business decisions. Experienced partnering with Program Management, Contracts, Accounting, and operations teams. Brings steady coaching, clear priorities, and concise communication to portfolio finance leadership and complex customer commitments.

EXPERIENCE

Senior Program Finance Manager, Government Defense Programs

Aegis Mobility Systems 📅 March 2023 - Present 📍 Troy, MI

Leads **financial management** across complex government vehicle and systems programs, directing six finance professionals and advising senior program leaders. Owns portfolio forecasting, EACs, operating plans, revenue, cash, profitability, customer reviews, and continuous improvement activities.

- Integrated EACs, revenue, cash, **profitability**, and operating plans into recurring portfolio reviews.
- Directed six finance professionals through priorities, forecast reviews, coaching, and delivery accountability.
- Translated cost and schedule trends into recommendations for program executives and finance leaders.
- Challenged EAC assumptions with **Program Management**, Contracts, Accounting, and operations before leadership review.
- Standardized **Power BI** views from Oracle and Hyperion data for consistent portfolio visibility.
- Strengthened review discipline and documentation through **continuous improvement** across **program finance** routines.

Program Finance Manager, Government Technology Programs

Vanguard Defense Electronics 📅 July 2019 - February 2023 📍 Novi, MI

Managed finance activities across several government technology programs, supervising four analysts and coordinating operating plans, forecasts, EAC updates, revenue, cash, profitability, **customer reviews**, and contract finance requirements.

- Coordinated operating plans, forecasts, EAC updates, **revenue** inputs, **cash** outlooks, and profitability analysis.
- Supervised four finance analysts through portfolio assignments, coaching, review preparation, and accountability.
- Connected cost **trends**, schedule changes, contract events, and assumptions within risk analyses.
- Presented monthly program results with clear explanations of variances, forecast changes, and cash considerations.
- Partnered with Contracts and Accounting on government contract requirements and financial treatment questions.
- Improved **Hyperion** submissions through validation checks and **Oracle** reconciliations, reducing late cycle corrections.

Senior Program Financial Analyst, Government Programs

Great Lakes Mission Systems 📅 January 2016 - June 2019 📍 Sterling Heights, MI

Financial Reporting Risk Analysis

Team Leadership

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Program Finance Manager, Government Defense Programs at Aegis Mobility Systems (3.6 Years)

● Program Finance Manager, Government Technology Programs at Vanguard Defense Electronics (3.6 Years)

● Senior Program Financial Analyst, Government Programs at Great Lakes Mission Systems (3.4 Years)

● Program Financial Analyst, Government Programs at Horizon Tactical Solutions (3.5 Years)

● Financial Analyst, Aerospace Manufacturing Finance at Keystone Aerospace Components (11 Months)

Provided senior financial analysis across complex government programs, maintaining EAC models, budgets, forecasts, reporting, and **performance analysis** while supporting customer reviews and cross functional execution decisions.

- Maintained forecasts, budgets, EAC models, variance explanations, and reporting across contract phases.
- Built analyses combining actual costs, commitments, schedules, revenue, cash, and forecast assumptions.
- Prepared customer review materials and reconciled Oracle data with Hyperion submissions.
- Developed Power BI views that helped **finance** partners investigate recurring cost and forecast trends.
- Resolved financial data questions with Program Management, **Contracts, Accounting**, and operations partners.
- Mentored junior analysts on **forecasting** discipline, **variance analysis**, reporting, and leadership narratives.

Program Financial Analyst, Government Programs

Horizon Tactical Solutions 📅 June 2012 - December 2015 📍 Dearborn, MI

Supported financial planning and reporting for government program work under senior finance guidance, preparing forecasts, budgets, EAC inputs, revenue and cash analyses, variance explanations, and contract finance documentation.

- Prepared budget updates, monthly forecasts, variance analyses, and recurring program performance reports.
- Maintained Excel models using ERP data, reconciling actual costs and commitments before reporting cycles.
- Linked **revenue** and cash analyses with program activity and contract milestones for leadership review.
- Summarized budget to actual differences so teams could separate timing changes from execution issues.
- Gathered functional inputs for EAC preparation and documented forecast assumption changes.
- Built practical knowledge of government contract finance and **FAR** and **DFARS** considerations.

Financial Analyst, Aerospace Manufacturing Finance

Keystone Aerospace Components 📅 June 2011 - May 2012 📍 Livonia, MI

Supported **budgeting** and monthly reporting for aerospace manufacturing operations, building foundational experience in cost analysis, expense management, labor analysis, working capital, forecasting, and accounting coordination.

- Built expense and labor analyses in Excel, reconciling source data for finance review.
- Updated rolling forecasts with actual results and approved operational assumptions for consolidated reporting.
- Prepared management reports covering spending, production support costs, and selected working capital measures.
- Investigated ledger discrepancies with Accounting and corrected supporting schedules before month end.
- Documented material forecast changes for senior analyst review and consolidated reporting.
- Developed disciplined financial documentation practices that supported progression into **program finance** assignments.

PROJECTS

Portfolio Forecast Visibility Initiative 📅 2024

Unified Oracle and Hyperion data within Power BI views, giving leaders clearer visibility into forecast movement, revenue, cash, profitability, and program exceptions.

Customer EAC Review Readiness 📅 2022

Created a repeatable preparation process for EAC and customer reviews, connecting assumptions, contract inputs, variance explanations, and leadership recommendations.

LEADERSHIP & AWARDS

- Senior Mentor, Program Finance Mentoring Circle, recognized for practical coaching and analyst development.
- Working Group Lead, Finance Process Improvement Council, recognized for improving reporting discipline and cross functional review routines.

EDUCATION

Bachelor's Degree in Finance

University of Michigan Dearborn 🎓 GPA: 3.5 📅 2011 📍 Dearborn, MI

Coursework: *Financial planning, managerial accounting, corporate finance, business analytics*

CERTIFICATIONS

- Certified Defense Financial Manager 📅 2018
- FAR and DFARS Government Contract Finance Training 📅 2018

TECHNICAL SKILLS

- **Financial Planning:** Forecasting, budgeting, operating plans
- **Program Finance:** EAC management, revenue analysis, profitability analysis
- **Performance Analysis:** Variance analysis, trend analysis, risk analysis
- **Financial Reporting:** Executive reporting, customer reviews, portfolio reviews
- **ERP Systems:** Oracle, Hyperion, ERP data
- **Business Intelligence:** Power BI, dashboard reporting, data visualization
- **Microsoft Office:** Excel, PowerPoint, Microsoft Office
- **Government Contracts:** FAR, DFARS, contract requirements
- **Cross Functional Finance:** Program Management, Contracts, Accounting
- **Leadership Methods:** Coaching, talent development, performance accountability

PROFESSIONAL AFFILIATIONS

- Program Finance Mentoring Circle, Senior Mentor supporting analyst growth and review readiness.
- Finance Process Improvement Council, Working Group Lead connecting finance, operations, and reporting improvements.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST