

# Martin Minaret

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## EDUCATION

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### The University of Tampa

Bachelor of Science-Accounting      Current GPA: 4.0

December 2018

### University of Maryland University College (UMUC)

Associates-General Studies

May 2016

## RELEVANT EXPERIENCE

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### Marine Corps Operational Test and Evaluation Activity, Quantico, VA

June 2012- May 2014

#### *Fiscal Chief*

- Supported execution of 4 congressional appropriations (O&M, RDT&E, PMC, DOT&E), facilitating developmental coordination & OT&E of Marine Corps acquisition programs
- Managed over \$9.1 million in 1 OCF funds, facilitating adequate & accountable resourcing of joint & naval acquisition programs
- Reviewed & executed 720 travel authorizations/vouchers, totaling over \$600K, ensuring efficient execution of tax-payer dollars
- Scrutinized & controlled transactions, resulting in recoupment of \$405K for use in resourcing other requirements, extending purchasing power of constrained budgets
- Assisted with the Statement of Budgetary Resources (SBR) external audit support & preparations by retrieving, scanning, & staging supporting fiscal documentation, leading to 100% submission of required documentation
- Performed periodic reconciliation of transactions (A/P), resulting in de-obligation of funds from contract task orders, extending purchasing power of current-year budgets, & helping to ensure successful completion of Tri-Annual Reviews & closeout of FY12 at 100% obligated

### 2D Supply Battalion, Supply Management Unit, Camp Leatherneck, Afghanistan

September 2011-June 2012

#### *Financial Analyst/Non-Commissioned Officer in Charge (NCOIC)*

- Assisted in managing the largest fiscal account in the Regional Command Southwest (RC SW) with dollar amounts exceeding \$959.6 Million over 3 Fiscal Years
- Analyzed, corrected, and reconciled 44,210 accounting errors from the Central Interface File totaling in excess of \$13.6 Million in current and prior year obligations; without which the RC (SW) would have lost accountability of nearly 10% of its O&M Funds
- Performed over 5000 obligation adjustments in the Standard Accounting, Budgeting and Reporting System (SABRS) for fiscal years 2012, 2011 and 2010 with total dollar amounts in excess of \$5.5 million
- Compiled and formatted daily supply requisition data into a dashboard report that provided individual unit spending visibility to HHQ and also tracked the total dollar amount and number of requisitions that were passed to LOGCOM/Source of Supply (SOS); the total dollar amount reported and tracked on this report was in excess of \$98.5 Million
- Supervised/analyzed 5 Bi-monthly Un-liquidated Order validations which identified over 825 requisitions that were canceled by SOS and de-obligated, the associated \$2.2 Million in current year funding was then used for other military requirements
- Provided source documentation for 3 SBR audits (over 400 audit samples) and status's for 2 Tri-annual Reviews
- Validated more than 55,400 Un-liquidated Order documents to ensure accurate obligations remained in the Accounting System

### 3D Supply Battalion Combat Logistics Regiment 35, Okinawa, Japan

September 2010-August 2011

#### *Fiscal Analyst/NCOIC*

- Supervised and assisted with researching and analyzing the Tri-annual Review in which approximately \$3 Million in prior and current Fiscal Year obligations were adjusted
- Supervised the Un-liquidated Order Validation to remove all erroneous obligations in the Accounting System
- Oversaw the Allocation Reconciliation, which included correcting over \$500K from erroneous documents posted by the Global Combat Support System-Marine Corps (GCSS-MC)
- Assisted in outlining, constructing, and editing the Supply Management Unit Fiscal Quick Reference Guide

### I Marine Expeditionary Force Headquarters Group, Camp Pendleton, California

October 2008-August 2010

#### *Accounting Chief*

- Ensured the successful inception, tracking and close-out of over 100 funding documents with a value over \$23 Million
- Effectively communicated with DoD, Homeland Security, civilian, and other state, local, and federal Government agencies
- Inherited an account that was \$63K delinquent and successfully reconciled it to bring it into compliance
- Performed an additional \$110K worth of lodging purchases as the Unit Travel Card Holder
- Continuously kept the Commanding Officer apprised of the Status of Funds for over 70 Lines of Appropriation

## ADDITIONAL MILITARY EXPERIENCE

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**United States Marine Corps**, *Marine Enlisted Commissioning Education Program*  
**United States Marine Corps**, *Fiscal Budget Technician*

May 2015 - Present  
April 2008-May 2014