

## DOUGLAS ELAN

### QUALIFICATIONS SUMMARY

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Displayed keen analytical and critical thinking acumen while developing long-range financial projections, effectively managing all phases of project lifecycles, and executing high-profile scientific research studies. Strengths in contract analysis, administration, and SLA compliance, working with internal and external stakeholders to drive achievement of project deliverables. Identify, isolate, and rectify issues—process, project, or staff related—with the potential to impact performance. Collaborative individual contributor and team leader.

#### Strengths include:

- Financial, Business, & System Analysis
- Quantitative & Qualitative Analysis
- Research & Data Collection
- Statistical Analysis
- SOP Development & Documentation
- Advanced Technology Proficiency
- Training & Team Development
- Conversational Spanish

### PROFESSIONAL EXPERIENCE

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Analyst Associates, Inc. (AAI), Minneapolis, MN

*Provides state-of-the-art automated text analysis to business, government, and academic clients.*

#### **Project Manager** [2010-present]

Serve as the main point of contact during the execution of a \$1.2M+ project for a key government client, resolving all roadblocks with the potential to impede on-time, within-budget completion. Delegate workflow to a team of 6 project leads and 19 analysts, overseeing budget allocation in the coordination of 17 key initiatives to accomplish project deliverables. Prepare and submit monthly invoices and status reports.

- **Track key performance metrics** including labor and other direct costs, conducting comparative analysis to identify and isolate budgetary issues; ensure the integrity of the project management plan.
- **Establish and maintain relationships with client-side representatives**, facilitating proactive communications throughout multiple communication channels to ensure SLA compliance.

#### **Contracts Manager** [2009-present]

Report directly to the President while managing day-to-day financial, staffing, human resources, and operating concerns to maximize project success and profit performance. Provide recommendations on short- and long-range financial and staffing decisions based on extensive awareness of performance metrics.

- **Prepared highly accurate cash flow projections** based on in-depth analysis of future projects and workflow, providing senior management with the analytics to fuel strategic decision making.
- **Managed human resources concerns** including coordinating professional development; maintaining personnel files; processing payroll; and ensuring local, county, state, and federal compliance.

#### **Analyst/Collections & Markup Supervisor** [2008-2009]

Led a 16-person staff in collecting, analyzing, and coding large amounts of textual speech from world leaders, ensuring reliability, accuracy, and organization of data. Allocated workflow to ensure appropriate allocation of budgets and achievement of project deliverables. Reviewed associate performance, provided constructive feedback to drive continuous improvement, and assigned resources based on key strength areas.

- **Reduced time to complete markup procedures by 40% and production costs by 35%**, through development and implementation of an automated markup instrument.
- **Recruited, trained, and mentored staff to efficiently execute collection and markup tasks**, developing a new training program and coding rules to optimize text analysis efforts.
- **Implemented QC procedures to ensure accurate, error-free data**; developed and documented standard operating procedures to improve organizational efficiency and effectiveness.