



# FRANCIS LANFORD

*Senior Cost Analyst*

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## CAREER SUMMARY

Broad experience in profit analysis, variance analysis, cost tracking, project management, model development, compliance management, and budgeting. Thoroughly familiar with traditional and activity-based costing systems and variables.

- **Accurate and Detail-Oriented:** Proven ability to initiate and accomplish tasks independently and consistently contribute 110%. Solid skills in multitasking and time management.
- **Effective Communicator:** Work well with management staff and personnel at all levels. Equally comfortable dealing with customers, vendors, and the general public.
- **Computer-Literate:** Proficient in Excel, Access, Word, Outlook, and PowerPoint. Expert knowledge of database systems and TSO / SQL queries. Proven ability to quickly learn and adapt to new technologies.

## EXPERIENCE

ACME FREIGHTWAYS—Seattle, Washington

### **Senior Cost Analyst** (2003–Present)

- Supervise staff, coordinate activities of costing group, and oversee department training. Perform difficult / complex analyses as needed.
- Improved efficiency by redesigning complex Excel spreadsheets (multiple models, up to 61 sheets).
- Designed process to support implementation of paperless (database) system in 2003.
- Developed surcharge rate system in Excel to accommodate variables (requires monthly, bimonthly, and weekly reevaluation).
- Member, Data Security Committee.

### **Cost Analyst** (1999–2003)

- Developed department costing models and comprehensive profit analysis discounting methodology.
- Prepared detailed reports and presented information to upper management.
- Worked extensively with data warehouse systems; constructed and submitted queries, built models, and maintained templates.
- Functioned as direct liaison to customers; prepared and distributed weekly rate bulletin to ensure customer access to fluctuating rates.
- Member, Pricing Committee.

### **Cost Accountant, Management Accounting** (1995–1999)

- Prepared journal entries, audited reports, developed computer models, and provided revenue narratives.
- Published Executive and Board statements and facilitated weekly forecasting.
- Prepared monthly / quarterly cost reports.
- Processed and settled intercompany accounting transactions and dealt extensively with foreign currency issues.
- Played an important role in updating company's international systems to U.S. standards.

ADVOCATE INCORPORATED—Dallas, Texas

**Financial Analyst** (1989–1995)

- Supervised staff of three, reviewed financial statements, analyzed variances, and compiled monthly income statements.
- Functioned as Payroll Department analyst.
- Reviewed capital appropriation requests, marketing plans, and expenditures.
- Developed annual business plan and flexible budgets.
- Conducted post-expenditure audits.

ABC CONSTRUCTION COMPANY INC.—Seattle, Washington

**Office Manager** (1983–1989)

Managed administrative operations and supervised two clerical workers.  
Responsible for general bookkeeping and budget management.  
Prepared staff payroll.

## EDUCATION

UNIVERSITY OF SEATTLE—Seattle, Washington

**BS Business Administration** (1983)

### PROFESSIONAL DEVELOPMENT

AMA Financial Analysis  
Stress Management  
Coping with Change  
Project Management  
Information Management

## CONTACT ME

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