

# JAYNE RUTLEDGE

Financial & Planning Analyst

📍 Seabrook, TX

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## Work experience

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### Financial Analyst

2015 - 2018

SPECTRA ENERGY, an ENBRIDGE company, Baytown, Texas

Performed Actuals to Baseline/Forecast comparative root cause variance analyses and prepared explanations of performance. Consulted with Area management and suggested corrective action. Monitored, maintained and distributed Operations & Maintenance (O&M) Budgets and partnered with Area leadership to make monthly Forecast adjustments in the Hyperion cost control system. Gathered, compiled and reported monthly Fleet and Headcount data from multiple sources. Reviewed and coordinated Area service contract agreements and material purchase requisitions.

### FP&A Budget Systems Analyst

2014 - 2015

AMERICAN INTERNATIONAL GROUP, INC (AIG), Houston, Texas

Delivered basic network administration: Reset passwords, modified user group membership, unlocked locked out accounts. Managed user account information, including rights, security and systems groups. Provided daily support to Budget/Expense End Users: Answered Helpdesk e-mails, phone calls, provided remote desktop support working with various departments to solve End User problems. Maintained End User security for the Budget system and the Salary Planning System. Supported Annual Budget, Quarterly Forecast and Monthly Variance processes to Budget/Expense End Users (Finance, Analysis and Reporting teams).

### Business and Planning Analyst

2003 - 2013

THE BOEING COMPANY, Houston, Texas

Established and maintained monthly and quarterly comprehensive Estimates at Completion (EAC) assessments as partnered with Control Account Managers (CAMs) for formal submittal. Prepared monthly budget Baseline updates to reflect and reconcile contract changes. Performed Actuals to Baseline/Forecast comparative root cause variance analyses and prepared explanations of performance, and made corrective action recommendations to business leadership. Compiled data from multiple sources and consolidated, analyzed and reported weekly and monthly results and budgets(headcount, labor, drill-down, cumulative-to-date, year-to-date, payables, actuals, etc.) Supported Space Shuttle Program Transition & Retirement and subsequent contract closeout, provided accounting oversight with integration of new work authorization roll-out, and supported de-obligation efforts to clear Supplier's open commitment balances. Responded immediately to research, analyze, coordinate and resolve accounting issues and prepare accruals, cost transfers and journaling documentation.

### Configuration Management Analyst

DYNACS ENGINEERING CO., INC, Houston, Texas

### Office Manager/Accounting Specialist

AIR LIQUIDE AMERICA CORPORATION, La Porte, Texas

## Education

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### Bachelor of Science, Business Management

Montana State University, Bozeman, Montana