

# Melodie A. Truluck

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448 Cabrill Drive Charleston, SC 29414 843.810.2824 dmtruluck@yahoo.com

## Current Position

Program Coordinator for Shield Ministries. Responsibilities include develop and maintain budget, cash forecasts, accounting functions using Quick Books, maintain client files, create power points, hold program orientations, website, complete applicant interviews, intake process, coordinate special events, life skills meeting facilitator, procurement, administrative duties, and supervise Housing and Facilities and other assignments as needed.

## Most Recent Experience

Experienced in a high paced environment with expansive and varied job responsibilities including but not limited to: Preparation and review of Government and Commercial cost proposals; financial report writing; Variable Compensation calculations and reporting; creating automated reports and excel tools to create sustainable processes; data modeling; experience with Deltek Costpoint. Provide Project Management Support for SC Launch funding; reporting; and financial statement review activities. Frequently assigned to lead/assist in special projects such as: Process Improvement Initiatives; programming of Total Compensation Statements for employees using Cognos CER Report Studio and MS Excel; created Financial Planning & Analysis transition plan for employees from two different work areas to consolidate and combine efforts into one working group; and created reports for Human Resources that automated manual processes.

## Professional Achievements

### Microsoft Office

- MS Excel Certified
- MS Word Certified
- MS PowerPoint Certified
- MS SharePoint Classes completed
- Serve as Administrator to 3 Company SharePoint sites
- MS InfoPath – Self Taught
- MS Visio – Self Taught
- Basic SQL code Self Taught

### IBM Cognos Costpoint Enterprise Reporting (CER)

- Completed Deltek Framework Manager Training
- Model Data for Business Rules in Framework Manager
- Self-taught CER Report Studio
- Serve as only Functional Administrator for entire company for CER
- Have written over 300 reports for all departments of the organization

### IBM Cognos Table Manager 1 (TM1)

□ Major Contributor to the TM1 Re-engineer Project □  
Serve as backup to the TM1 Administrator

### Major Contributor to Process Improvement Initiatives

- Collaborated with 3 additional departments to automate a Contract Action Analysis (CAA) process
- Collaborated with 3 additional departments to automate a Contract Master File Adjustment (CMF) process
- Created an InfoPath Proposal Notification form to replace paper form
- Created a Rough Order of Magnitude (ROM) Excel Calculator – One version which replaced 3 versions

- Assisted in compiling requirements documents and creating a 98% automated process for calculating Performance Based Variable Compensation (PBVC)
- Wrote a sustainable, repeatable program to generate Value of

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- Compensation Statements for HR to distribute to all Associates
- Implemented a Proposal numbering system to easily access proposals
- Written various reports that replace manual reporting for various departments
- Designed a process and assisted with design development to capture proposal data to automate reporting
- Assisted in the effort to automate the Admissions recruiting process at The Citadel Military College which included implementing Pittney Bowes Documatch Mail Printing System and utilizing Smartmailer Software and managing data integrity
- Self-taught FOCUS computer programming at The Citadel Military College

Published Author of *In Pursuit*; Writer of two dramas, *Opportunity Knocks* and *Blameless* and one Narrative, *The Navitiy*.

Serve on SHIELD Ministries Board as Secretary/Treasurer

**AWARDS:**

- Community Service Award, SCRA                      □                      The Krause Award, The Citadel
- Collaboration Award, SCRA                      □                      Employee of the Year, Bi-lo
- On the Spot Peer Awards, SCRA (3)
- Employee Quarterly Award, SCRA (2)

**Work History**

Senior Financial                      SCRA, N. Charleston, SC                      2005-2015  
Analyst

Administrative                      The Citadel Military College, Systems  
Coordinator Charleston, SC                      1996-2005

Administrative Assist.                      Trident Technical College                      1993-2005

**Education**

Bachelor of                      Southern Wesleyan University  
Science                      Cum Laude                      2005

**References**

References are available on request.

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