

# Mark R. Grambo

(570) 561-5918 - Grambomr@gmail.com

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## EDUCATION

### University of Scranton, Scranton, PA

*MBA* -Dec. 2013 - Cumulative GPA: 3.94 Concentration: *Accounting*

*B.S. International Business* - May 2012 - Cumulative GPA: 3.88, Summa Cum Laude

*Minor: Philosophy, History - Concentration: Latin American Studies*

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## Work Experience

### Senior Financial Analyst at M\*Modal (Apr. 2018 – Present)

**Budgeting & Forecasting** – Creates and tracks all budgets and forecasts of financial performance and expenditures for the IT, Support, and Facilities organization, comprising of \$38 million in spend annually. Identifies areas of cost waste or inefficiency and collaborates with team for improvement.

**Reporting** – Responsible for generating and reviewing reports for senior management & board of directors including revenue, bookings, and OPEX.

**ROI Analysis** – Develops and presents ROI analyses for large purchases within the IT/Support organization. Analyses involve spends greater than \$1 million annually.

**Capex** – Audits all capex projects and expenses within the organization, totaling \$10 million annually.

**Expense Approval** – Reviews and approves all IT, Support, and facility related expenses.

**Adaptive Planning** – Administrator for Adaptive Planning software for internal reporting and planning.

### Division Financial Analyst at RGIS Raleigh, NC (Jan. 2016-Mar.2018)

**Forecasting** – Responsible for the development and accuracy of both an annual forecast and quarterly reforecast for the operational and financial performance of the southern division.

**Operational Reporting** – Creates and distributes daily operational reports on the productivity and profitability of the 50 districts within the Southern Division to division operations managers and directors.

**Financial Reporting** – Responsible for monitoring, distributing, and reporting month-end P&L statements.

**Logistics Support** – Creates and distributes weekly reports to district management detailing most important upcoming customer events based on various input factors and past performance.

**Continuous Improvement** – Selected to participate in company-wide improvement initiative with Vici Partners designed to leverage internal problems and ideas into actionable changes.

### Financial Analyst at EDM Americas (Formerly DIT) Raleigh, NC (Aug. 2013-Dec. 2015)

**Financial Reporting** – Responsible for completing and presenting month-end and year-end financial reports for both domestic and international executives, including reports dedicated to large financial institutions in the U.S. and UK.

**Forecasting** – Develops and updates EDM Americas segment-wide forecasts on a monthly and yearly basis

**Budgeting** – Creates and distributes annual budgets from the company level to individual cost-center level.

**Key Performances Indicators** – Creates and distributes monthly and annual key operating metrics to individual departments and lines of business.

**Domo Business Intelligence System Integration** – Project lead on the implementation of company-wide business intelligence system intended to improve both internal visibility and functionality.

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## INTERNSHIP

### Solutions Intern at Diversified Information Technologies (DIT), Scranton, PA (Jun. 2013-Aug. 2013)

Gained experience working in several different functional areas of the organization including:

**Finance** – Performed audit of internal accounts payable and reporting process.

**Sales & Marketing** - Worked on several e-marketing campaigns aimed at attracting new clients and regularly contributed to a bi-weekly intra-company newsletter. Also, contributed to implementing new CRM network.

**Process Improvement** – Documented current processes and created reports offering suggestions for improvements to the current payables, receivables, and inventory systems at a recently acquired location.

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## HONORS/AWARDS

Fulbright Scholarship National Finalist South Korea (2013)  
Student-Faculty Teaching Mentorship Program (2012)  
◆ Co-taught First Year Seminar “Business: It’s a Small World”  
Excellence in International Business Award (2012)  
University of Scranton Summer Presidential Research Fellowship Recipient (2011)  
Beta Gamma Sigma Honor Society (AACSB)  
Alpha Sigma Nu Honor Society (Jesuit)

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## CONFERENCE PRESENTATIONS

“Examining the Extent of Greenwashing in Florida’s Ecotourism Sector,” IABPAD Conference, Orlando, FL (2012)  
“Whatever Happened to Truth in Advertising,” Global Landscapes Conference, King’s College, Wilkes-Barre, PA (2011)

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## SKILLS

**Presentation Ability:** Performs stand-up comedy at Raleigh, NC area comedy clubs.  
**Computer:** Oracle, SQL, Adaptive Planning, Office Connect, Tableau, Microsoft Office, Pivot Tables, Jet Reports, Domo, Navision, Great Plains  
**Spanish:** Intermediate Spanish (5 years)  
**Excellent Communication Skills:** including written, verbal, and presentation  
**Strong Analytical Capabilities:** especially data interpretation, consolidation and trend analysis