Kevin Tran

Proposal Analyst

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SUMMARY

Proposal analyst with 4 years in defense pricing and finance, building cost volumes for Navy bids worth up to $180M. Works daily in SAP and Microsoft Excel, knows FAR Part 15 and DFARS pricing rules, and brings analytical skills and attention to detail to bids with tight deadlines.

SKILLS

Microsoft Excel • SAP • FAR Part 15 • DFARS • Cost Volumes • Basis of Estimate • Microsoft Word PowerPoint • Analytical Skills • Attention to Detail

EXPERIENCE

Proposal Analyst 01/2024 - Present

Point Loma Defense Electronics San Diego, CA

Navy electronics and C4ISR manufacturer with 1,100 employees.

- Build cost volumes and basis of estimate packages in Excel for 35 Navy proposals a year, up to **$180M** each.
- Verify labor, material and indirect rates from SAP against approved forward pricing rates in every price model.
- Review RFPs for FAR Part 15 and DFARS cost data requirements, flagging 20+ compliance gaps a year.
- Draft cost narratives and price summary slides in Microsoft Word and PowerPoint for executive price reviews.

Financial Analyst 07/2022 - 12/2023

Mission Valley Aerospace Components San Diego, CA

Machined aerospace parts supplier with 300 employees.

- Analyzed monthly cost variances on 14 programs, explaining every variance over 5% to program managers.
- Built Excel dashboards for backlog and margin that replaced 3 manual reports.
- Prepared 30 customer quotes a quarter from routing hours and material costs pulled from SAP.
- Reconciled 14 program cost reports to the general ledger at each month-end close.

EDUCATION

Bachelor of Science 05/2022

San Diego State University San Diego, CA

Finance

CERTIFICATES

Microsoft Office Specialist: Excel Expert

Microsoft

08/2023