COLLEEN FLANAGAN

Palm Beach Gardens, FL 33410 | (561) 762-6416 | coflan53@yahoo.com

PROFESSIONAL SUMMARY

Technical and business operations professional with 8+ years of experience supporting Palm Beach County Engineering, specializing in contract administration, financial reporting, data analysis, compliance, project coordination, and process improvement. Experienced in managing contracts exceeding $1M, preparing budget documentation, conducting quality assurance reviews, and coordinating with internal and external stakeholders. Additional experience includes financial reporting with FPL/NextEra Energy and managing web, marketing, and financial operations. Proficient in Excel, Power BI, Tableau, Workiva, SAP, Analytic Solver, and Google Analytics.

CORE QUALIFICATIONS

- **Business Analysis & Reporting**
- **Contract Administration & Compliance**
- **Financial Analysis & Budget Tracking**
- **Data Quality & Quality Assurance**
- **Process Improvement & Workflow Optimization**
- **Power BI, Tableau & Excel**

PROFESSIONAL EXPERIENCE

TECHNICAL ASSISTANT II

Palm Beach County Board of County Commissioners | WPB, FL
September 2018 – Present

- **Administer engineering contracts valued at $1M+, including service authorizations, supplements, and design/construction agreements.**
- **Coordinate contract documentation, project tracking, and administrative requirements throughout the project lifecycle.**
- **Conduct quality assurance reviews and verify compliance with County and regulatory requirements.**
- **Prepare Budget Availability Requests supporting roadway, traffic, construction engineering inspection, and structural engineering projects.**
- **Monitor project documentation, budgets, contracts, and supporting records to ensure accuracy and completeness.**

- **Coordinate with engineering staff, consultants, contractors, and internal departments to support project delivery.**
- **Trained three staff members on roadway design contract procedures and administrative processes.**

MANAGER
Imagineering Productions | Hobe Sound, FL
February 2013 – August 2018

- **Managed marketing, web development, client projects, and day-to-day business operations.**
- **Oversaw accounts receivable, accounts payable, financial tracking, and project budgets.**
- **Developed performance reports and analyzed marketing data to support business decisions.**
- **Managed Google advertising campaigns and used Google Analytics to evaluate traffic, performance, and ROI.**
- **Coordinated projects, client requirements, schedules, deliverables, and vendor activities.**
- **Supported website development, digital marketing, and business process improvements.**

REPORT ANALYST – CONTRACTOR
Florida Power & Light (FPL) / NextEra Energy | Juno Beach, FL
September 2016 – May 2017

- **Supported financial reporting, audit preparation, and data analysis using Workiva.**
- **Integrated and reviewed SAP data for financial reporting requirements.**
- **Performed data validation and quality reviews to improve reporting accuracy.**
- **Applied Six Sigma principles to streamline reporting processes and improve efficiency.**
- **Collaborated with financial and business teams to meet reporting requirements and deadlines.**

EDUCATION & PROFESSIONAL DEVELOPMENT

Executive Certificate – Business Analytics | 2026
Florida Atlantic University

B.S. – Information Technology, Database Management
University of Phoenix