Bryan Martinez

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PROFESSIONAL SUMMARY

Oil and gas project governance professional with 4 years of experience, including co-op, across IT and Finance at Freeport LNG, the fourth-largest LNG facility in the US. Run PMO activities (status reporting, financial tracking, and change control) for a $293M capital project portfolio covering growth, reliability, sustainability/maintenance, and optimization/debottlenecking.

WORK EXPERIENCE

Freeport LNG, Houston, TX **Feb 2026 - Present**

Senior Analyst, Portfolio & Project Governance

- Manage status reporting and financial tracking for a project portfolio with $293M in approved funding. Publish monthly reports to the executive board, VPs, and finance stakeholders.
- Run WBS-level financial analysis for each project: pull charges by WBS code from SAP, compare them to budget, and flag overruns.
- Own the change control process for budget revisions, from a flagged variance through leadership review and approval.
- Track project delivery through closeout by coordinating monthly status updates with project managers.
- Raised project reporting compliance to 90%+ by refreshing the manual project reporting system.
- Led development of best-practice guides for the Microsoft 365 rollout, including Copilot guidance, published company-wide to support adoption of Microsoft AI tools.

Freeport LNG, Houston, TX **Jan 2024 - Feb 2026**

Portfolio Analyst

- Built Freeport LNG's first consolidated cost reporting function for the project portfolio. Tracked actuals and forecasts against budget and delivered a monthly executive report to the board and finance leadership.
- Managed project initiation intake: screened requests against the $200K governance threshold, checked completeness and required documentation, and routed each to the right approval channel.
- Coordinated project governance meetings: prepared agendas, recorded minutes, and tracked action items to closure.
- Created recurring portfolio status reports and dashboards in Smartsheet, the company's project system of record.

Freeport LNG, Houston, TX **Oct 2022 - Jan 2024**

IT Program & SAP Master Data Intern – Co-Op

- Supported the IT project manager's project management process by scheduling meetings, building project templates, and processing documentation.
- Managed SAP materials master data, processing 500+ new material entries.
- Improved inventory accuracy by evaluating and validating $150K in Baker Hughes/GE capital spares and merging them into current stock.

EDUCATION

Cullen College of Engineering, University of Houston **Dec 2023**

Bachelor of Science in Supply Chain and Logistics Technology

- **Accomplishments:** CILT Fellowship; C.T. Bauer College of Business Excellence in Leadership Award; Ignite Leadership Program Flame Award; Breakbulk Americas Scholarship Recipient.
- **Breakbulk Americas Student Research:** Placed 2nd from a pool of 32 submissions evaluated by poster sponsor professionals from UTC Overseas Inc., 4D Supply Chain Consulting, Bechtel EPC.

LEADERSHIP

YMCA of Greater Houston **Feb 2026 - Present**

Board Member

- Serve on the Tellepsen Family Downtown YMCA board and its community engagement and advocacy committee, focusing on fundraising and supporting the execution of local programs and initiatives.

SKILLS

Project Management: Project governance (PMO), project initiation and intake, status reporting, WBS-level cost analysis (budget vs. actuals), change control, executive stakeholder reporting, closeout tracking

Certificate: Process Technology at Lee College

Languages: English, Spanish (bilingual)

Technical: Smartsheet, Microsoft Excel, Microsoft 365, Microsoft Copilot, SAP ERP (WBS costs, master data), Oracle EPM