

FINANCE PROJECT COORDINATOR

Summary

Accommodating Project Coordinator who effectively manages strict deadlines, schedules and repetitive tasks with a positive, can-do attitude. Areas of strength include professionalism, high level organizational skills, detail oriented, multi-tasking capabilities, self-directed resourceful learner and ability to adapt easily to change.

Highlights

Financial statement analysis

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|----------------------------------|--------------------------------------|
| Account reconciliation expert | • Adobe software proficiency |
| General ledger accounting | • Effective time management |
| Strength in regulatory reporting | • Strong organizational skills |
| Self-directed | • Superior research skills |
| | • Flexible team player |
| | • Advanced computer proficiency (PC) |

Accomplishments

Process Improvement ^

- Oversaw implementation of cash applications system which resulted in more cost-effective service.
- Increased office organization with the implementation of an improved cash management and accounting system.

Research ^

- Investigated and analyzed operational processes to identify and resolve bottlenecks within internal operations.

Data Organization ^

- Improved office organization by compiling quarterly budget reports, financial spreadsheets, organizational charts and company data reports using advanced Microsoft Excel functions for CFO and ownership.
- Maintain status reports to provide management with updated information for client projects and contracted accounts.

Training ^

- Successfully trained Accounts Receivables & Adjudication departments on accounting software (Sage Accpac 300 ERP) and associated databases, policies and procedures while focusing on minimizing errors and generating superior results.

Experience

Company Name July 2012 to Current Finance Project Coordinator

City, State

Monitor regulatory activity to maintain compliance with health care records and document management laws. Implement electronic document processing, retrieval, and distribution systems in collaboration with other information technology specialists. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. Classify, record, and summarize numerical and financial data to compile and keep financial records, using journals and ledgers or computers. Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.

Company Name February 2012 to June 2012 MD Verification Division-Temp Contract Position

City, State

Verification of medical prescriptions for accuracy with medical offices and pharmacists. Use of telephone etiquette, data entry, and daily goal-oriented objectives.

Company Name January 2011 to February 2012 Compound Pharmacy Technician

City, State

Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques. Receive written prescription or refill requests and verify that information is complete and accurate. Pre-package bulk medicines, fill bottles with prescribed medications, and type and affix labels. Mix pharmaceutical preparations, according to written prescriptions. Compound and dispense medications as prescribed by doctors, by calculating, weighing, measuring, and mixing ingredients.

Company Name March 2006 to June 2009 Quality Control Specialist -Compliance Coordinator

City, State

Reviewed and monitored mortgage loan files for completeness and accuracy. (~100 files monthly)

Helped to transition company from paper to electronic storage by scanning and logging hard copies to file.

Data entry of new and set to close file submissions.

Held quarterly update meetings on company policy & procedures.

Trained newly hired processors on databases and procedures.

Assisted with company policy and procedure manual; coordinated with FDIC representative with internal company policies associated with the Fair Lending Act.

Education

Liberty University 2014 Bachelor of Science : Business Administration City , State , US

Minor in Biblical Studies

Deans List Academic Achievement Award (2013)

Coursework in Human Resources, Community and Public Health, Non-Profit Management, Strategic Planning & Management, Advanced Computer Applications, Economics, Organizational Behavior, Marketing, and theological studies.

Skills

- Proficient in Microsoft Office Suite Applications [Windows, Word, Excel, PowerPoint, Outlook]
- MS Office Cloud experience [Drive, Office 360]
- Reporting - (excel based) forecasting, trending, administration.
- Excellent in interpersonal, verbal and written communication skills.
- Work with outside vendors and peers to complete projects in alignment with company financial goals.
- Manage daily activities and workload of AR financial department for company Controller.
- Ability to conduct monthly and quarterly meetings to discuss department goals and objectives.
- Strong Organizational skills, juggling multiple tasks and handling stressful situations.
- Extremely resourceful; there's always a solution to a given situation.
- Desktop Publishing Software: Photoshop, Wordpress, HTML (<>)