

HARRY ROGERS WOOLLETT

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Financial operations specialist with accomplishments in accounting and client relations. Looking for new opportunities to organically develop these skills in a way that provides community benefit, as well as pursuing an interest in data-driven decision making.

EXPERIENCE

2019 – PRESENT

CLIENT RELATIONSHIP OFFICER, APOSITIVE WORKFORCE FINANCE

- Process and maintain the integrity of our operational systems, including reconciliation of financial ledgers and high-volume invoicing.
- Analyse creditworthiness of both future and current clients, with particular regard to instances of fraud and breach of payment terms
- First point of contact for external and internal stakeholders across all communication channels
- Extensive experience with multiple software packages including Dancerace, Google Workspace and the Microsoft Office Suite (Excel, Word, etc.)

2015 – 2019

SALES & ADMINISTRATION, THERAPEUTIC GUIDELINES

- Generate and sustain sales of TG publications (physical and digital)
- Provide technical support for doctors and healthcare centres in accessing medical information
- Liaise with postal providers to ensure timely shipment and delivery of orders

EDUCATION

JUNE 2018

ECONOMICS AND FINANCE, RMIT

A diverse financial course with particular interest and achievement in International Finance, Business Law and Econometrics.

PRESENT

GOOGLE DATA ANALYTICS PROFESSIONAL CERTIFICATE, COURSERA

Learning the practice of data analysis and visualization using tools such as Google Sheets, SQL, Tableau, and R.