

# Aaron Haag

## **Experienced Analyst**

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I'm an experienced candidate who always works towards better processes and has an analytical thinking style. I have a history of not only performing my duties, but finding ways to improve whatever system is in place in those roles. I shine when tackling projects and finding solutions.

I'm confident in my ability to learn quickly and take ownership of my role and responsibilities.

Authorized to work in the US for any employer

## Work Experience

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### **Invoice and Policy Analyst**

Starr Companies - New York, NY

August 2016 to Present

My role is focused around three main pillars: ensuring all customers are invoiced, reconciling databases and financial statements, and performing monthly close duties and internal reporting.

My responsibilities include:

- Managing our company wide invoice database and producing all outgoing invoices.
- Trace and determine discrepancies between databases and diagnose root causes.
- Track and report all engineering fees on a monthly basis for C-level management.
- Work directly with external auditors to supply source documents, explain processes and show documentation of data validation.
- Perform technical writing to help translate users issues and requests to our contracted database developer.
- Cross reference monthly bookings vs invoices to ensure accurate journal entries.

### **Inventory/Purchasing Contract Roles**

Various Agencies - New York, NY

August 2015 to August 2016

After moving to New York for my wife's job in 2015 I spent a year in various short term contract roles while finding the best fit. Notable places that I spent time with are below.

Blue Apron, Ross Dress for Less (NY Buyer's Office), Memorial Sloane Kettering, and The United Nations Population Fund.

Some sample responsibilities for these roles:

- Maintained a database of item pricing for over 400 vendors and 3,000 ingredients (Blue Apron)
- Assisted in entering, maintaining and sending purchase orders to overseas vendors (Ross Dress for Less)
- Maintained an inventory including purchasing, costs and stock levels (UNFPA and Memorial Sloane)

Starr Companies converted my contract to full time employment after six months.

### **Accounting Assistant**

Epic Software - Madison, WI

January 2015 to June 2015

- Handled all invoicing, reporting and contracts for 14 major hospitals
- Solely managed the closing and monitoring of the company wide time management system for both payroll purposes as well as client billing
- Project lead on streamlining the Change Order and Budget Allocation process
- Read and interpreted customer contracts breaking them down into their billable milestones to ensure timely invoicing.

### **Purchasing Clerk**

Agrace Hospice Care - Madison, WI

November 2012 to December 2014

- Received, unloaded and checked in all shipments
- Introduced bar coding into all supply rooms for three facilities
- Designed and beta tested a new supply database for all medical supplies
- Developed and implemented a drop shipping program that lowered on hand inventory by 8%
- Lead quarterly inventories and weekly cycle counts

### **Store Manager**

Milio's Sandwiches - Iowa City, IA

February 2009 to November 2012

- Created a training program to transition Shift Supervisors to Store Manager roles
- Wrote and executed a marketing plan that raised my store's profits by 11%
- Helped open 4 new stores including hiring and training

## Education

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### **Certificate in Software Engineering**

University of Connecticut - Danbury, CT

March 2022 to Present

## Skills

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- Purchasing (4 years)
- Microsoft Office (10+ years)
- Scheduling (3 years)
- Training (3 years)
- Administration (6 years)
- Microsoft Dynamics (6 years)
- SQL (1 year)
- Accounts Receivable (6 years)

- Inventory Management (4 years)
- Ordering (3 years)
- Purchasing (3 years)
- Invoicing (7 years)
- Great Plains (5 years)
- Solomon (3 years)
- Sourcing (2 years)
- Accounting (6 years)
- Account Reconciliation (4 years)
- Financial Report Writing (3 years)
- Microsoft Excel (10+ years)
- Management (2 years)
- Problem-solving (10+ years)
- Team Work (10+ years)
- Reliability
- Flexibility
- Technical Writing (4 years)
- Windows
- ERP systems

## Languages

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- English - Expert

## Assessments

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### **Management & leadership skills: Planning & execution — Proficient**

May 2021

Planning and managing resources to accomplish organizational goals

Full results: [Proficient](#)

### **Business analyst — Highly Proficient**

March 2021

Analyzing information to solve business problems

Full results: [Highly Proficient](#)

### **Basic attention to detail — Highly Proficient**

August 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

### **Spreadsheets with Microsoft Excel — Expert**

August 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Expert](#)

### **Working with MS Word documents — Highly Proficient**

August 2021

Knowledge of various Microsoft Word features, functions, and techniques

Full results: [Highly Proficient](#)

### **Filing & organization — Expert**

August 2021

Arranging and managing information or materials using a set of rules

Full results: [Expert](#)

### **Numerical reasoning skills — Proficient**

August 2021

Quickly and accurately performing basic mathematical operations, recognizing numerical sequences, and interpreting graphs

Full results: [Proficient](#)

### **Spreadsheets with Microsoft Excel — Expert**

August 2021

Knowledge of various Microsoft Excel features, functions, and formulas

Full results: [Expert](#)

### **Administrative assistant/receptionist — Highly Proficient**

August 2021

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

### **Supervisory skills: Motivating & assessing employees — Proficient**

August 2021

Motivating others to achieve objectives and identifying improvements or corrective actions

Full results: [Proficient](#)

### **Written communication — Highly Proficient**

August 2021

Best practices for writing, including grammar, style, clarity, and brevity

Full results: [Highly Proficient](#)

### **Management & leadership skills: Impact & influence — Proficient**

August 2021

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Additional Information

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- Microsoft Office (Excel, Word, Outlook and Access)
- Great Plains
- Database management
- Financial Reporting
- Invoicing
- Contract reading and interpretation
- Process development and improvement
- Beta testing
- Inventory management