

# **Ollie Abshire**

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## **EXPERIENCE**

### **STUDENT FINANCE REPRESENTATIVE**

#### **Detroit, MI**

07/2016 – present

- Use Excel to determine populations of students without standing issues
- Respond accurately to internal case requests
- Completes daily and weekly production reports
- Review C-Codes and ensure proper documentation is on file to remain Title IV compliant
- Reprocesses accounts that have been updated while at Collections
- Compare FAFSA information to tax documents received and review for accuracy
- Completes other duties as assigned

### **SUMMER STUDENT, FINANCE**

#### **San Francisco, CA**

11/2013 – 02/2016

- Provide assistance to setting up new contract in SAP billing system
- Provide assistance to ensure invoices for accuracy prior to submitting for approval
- Provide assistance to billing trigger validation, ensures that any billing changes in the billing triggers will be updated in SAP contracts
- Provide assistance to setting up new projects in SAP , interprets contract terms and conditions and builds commercial terms into project set up
- Compiling the master list with project number/ contract number /PO number etc
- Monitor project status including open and release projects
- Support special projects and assignments, such as

### **FINANCE STUDENT ASSISTANT**

#### **Los Angeles, CA**

01/2007 – 07/2013

- Contributing and leading smaller improvements to business processes
- Assisting the Accounting Manager and Finance Controllers on month and year end tasks
- Manage delivery of recurring reporting to PANDORA's management
- Ad-hoc support to the Head of Finance and other colleagues. Including data analysis as input for reports and presentations
- As a student assistant you will be supporting the Planning and Recurring Reporting team in delivering and improving forecast process, business analysis and reporting to PANDORA's executive management and Board of Directors
- Overseeing the travel settlement process for Copenhagen based employees. Manage relationships with the Global Service Centre in India
- Maintain and develop Excel based analysis and reporting tools

## **EDUCATION**

### **SOUTHERN ILLINOIS UNIVERSITY CARBONDALE**

#### **Bachelor's Degree in Finance**

## **SKILLS**

- Ensure personal safety is maintained by adhering to all safety rules and regulations in a manufacturing environment
- Facilitate the use of process improvement tools and methodologies
- Responsible for data collection, interpretation and analysis
- Process documentation utilizing video, pictures, process mapping, observation and/or flow charting
- Assist in developing Standard Operating Procedures and visual job aids
- Participate and/or lead in problem solving initiatives
- Help teams engage in problem solving projects that deliver their team goals