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| **Executive Profile** |  |

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| * **A+** * **Network+** * **Security+** * **Corporate Accounting** * **Data Analysis** * **Financial Reporting** * **General Ledger** * **Healthcare Finance** * **IT Support** | * **Performance and Experience –** Strong financial and technical skill set, focus on roles in healthcare finance and accounting. Recent completion of IT education/certifications in preparation of career change. * Nearly 10 years of finance and accounting experience, mid and senior levels * Proven track record of exceeding expectations, advancement, and departmental efficiency/productivity gains * Team-oriented outlook and approach, cross-functional projects, knowledge sharing, and process/workflow improvements * **Systems –** Proficient in broad range of financial software and applications including ADP, Athena Collector, Athena Health, Budget Advisor, Infinium, Meditech, MicroStrategy(BI), Monarch Pro, OnBase, and QuickBooks Pro. * Microsoft Office - Excel (advanced), Visual Basic for Applications (Excel/Access) * Windows, Linux, MacOS, iOS, Android * **Transferable Skills –** Highly adaptable quick-learner driven by an intellectual curiosity. * Experience working on-site and remotely, from small business to Fortune 500 environments, interacting with all levels of management. * High Aptitude Learner – tested in 97th and 91st percentile on the Mensa Admissions and Wonderlic Tests (2013), respectively. |

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| **Education/Certification** |  |

**CompTIA**

***Network+* (In Progress)**

**CompTIA** **May 2021**

***Security+***

**CompTIA** **November 2020**

***A+***

**Google,** Coursera.com **December 2019**

***IT Support Professional Certificate***

**Excelsior College,** Albany, NY  **January 2010**

***Bachelor of Science in General Business***

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| **Professional Experience** |  |

**A to Z Primary Care**, Warwick, RI **Aug 2015 – Current**

***Contractor (Remote)***

Manage the month-end closing process of the accounting period. Prepare all necessary adjusting entries and accruals to recognize revenue and match expenses in accordance with GAAP. Prepare the financial statements, reconcile balance sheet and bank accounts, and update all depreciation and amortization schedules. Track and report on various performance metrics and quality of service indicators specific to the healthcare incentive program.

Serve as sole internal IT resource, mainly responsible for remote troubleshooting, hardware and user provisioning, IT Asset tracking, and patch management (on-site).

**Key Contributions & Results:**

* Management of the PCMH Recognition Process (2018) culminating in NCQA Patient Centered Medical Home Certification (2018-2021)

**Caesars Interactive Entertainment**, Las Vegas, NV **Jul 2014 – Oct 2014**

***Senior Operations and Reporting Accountant***

Managed multiple functions for the company’s real-money gaming and social-mobile platforms. Contract accounting for WSOP sponsorship, licensing, and circuit events. Royalty accounting and revenue share analyses of CIE subsidiaries. Preparation of the quarterly financial statements for CIE New Jersey, including the notes to the financial statements. Assisted AP Analyst as needed.

**Steward Health Care System,** Westwood, MA **Oct 2011 – Feb 2013**

**Senior Accountant**

**Staff Accountant**

**Key Contributions & Results:**

* Recategorized Carney Hospital’s Accrued Expenses by vendor and identified $1.5 million in unsupported accruals.
* Designed and successfully implemented process improvement, partially automating the credit/debit card reconciliation process for non-patient revenue, roughly halving time to completion for staff accountants.

**CVS Caremark Inc.,** Woonsocket, RI **Jul 2010 – Oct 2011**

**Finance Associate III**

**Finance Associate II**

**Key Contributions & Results:**

* Surpassed 2011 Q1 and Q2 Medicare Part B goals for unapplied cash.
* Received Exceptional Performance Achievement (EPA) in January 2011.
* Achieved 6.2% and 8.1% reduction in unapplied cash over 30 and 90 days respectively, year over year.
* Aided a reduction in Days Sales Outstanding for Med B, from a high of 97 in 2010, to 57.9 days in August 2011