

ERICKA NICOLE BISHOP
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AREAS OF EXPERTISE:

Public Trust Security Clearance
Financial Summaries
Budget Management
MS Office Suite
Bookkeeping

Program Management
Budget Estimates
Records Management
Financial Analysis

Report Generation \$ Review
Cost Proposal Review
Travel Administrator
Account Reconciliation

PROFESSIONAL EXPERIENCE:

March 2013 – Current

MVM, Inc.

Ashburn, VA

Federal Government Contractor for United States Marshals Service

Accounting Technician Analyst

- Responsible for monitoring and tracking obligations, reimbursements, transfers and vendor management through the USMS automated accounting system (UFMS) to ensure the exclusion of overall expenditures, inconsistencies, and unmet obligations for the district's \$3M budget. Review, analyze and reconcile open obligation reports and eviction invoices. Create obligations for various expenditures such as; agency reoccurring expenses and contracts with vendors.
- Performing budget work for segments of various budget accounts. Preparing respective budget estimates for the annual close outs and monthly evaluations. Deposit accounts receivables using the OTCnet system and distribute accounts payable using UFMS. Reconcile and pay for all monthly purchase card activities (PCIS).
- Monitoring the budgetary adjustments to make the necessary adjustments and recommendations to management and other support staff. Manages budgetary assistance in areas of funding during the preparation of annual and quarterly budget reports. Track financial and statistical data to ensure that the office meets the operation needs.
- Prepare and compile weekly and monthly reports for budget obligations and expenditures in compliance with USMS policies and procedures. Prepare forecasts for expenditures; validating and integrating spreadsheets. Provide advice and assistance to program managers, technical and financial specialists on contract and procurement policies. Monitor the District work plan for various allocations, and deficits of Project Codes for support of prisoners, witness security, court security, and other various Project Codes/Accounts Management using the BIRS Reports.
- Audit and review travel vouchers for all required signatures and insure all proper documentation and receipts are attached. Provide assistance to District personnel on preparation of Travel vouchers for 255 deputies and administrative personnel using E2 Solutions; a government travel site. Track all travel using a financial spreadsheet to monitor all incurred costs in the district.
- Execute payments for the following through UFMS: Fact Witness Vouchers, Travel and Reimbursement Vouchers, Prison/Jail expenditure, various utility bills and informant payments to the district's Marshals. Pay and receive various vendor invoices. Track and monitor these invoices to ensure payments are made within the 30 day receive date to avoid interest incurred on invoices. Monitor EFT payments using CIRA to sustain and prepare budget estimates for the district.
- Obligate various special assignments using specific project codes and special assignments numbers; once funding has been disbursed to the district's BTS account, monitor BTS and NON-BTS for funding deficits. Validate whether BTS funding has been allocated correctly in order to have prisoner medical bills certified.

April 2011 – March 2013

XLA, Inc.

Springfield, VA

Federal Government Contractor for United States Secret Service

Asset Forfeiture Data Analyst

- Analyzed existing personal property procedures using various statistical methods to identify more efficient and effective methods for accomplishing program objectives, pursuant to Federal statutes, Department of Justice, and the Secret Service policy. Composed correspondences using proper grammar, punctuation, and format. Set up and maintains office files in accordance to Department of Justice and Secret Service regulatory procedures
- Performed Asset Forfeiture Functions such as executing property seizures; personal property seizures; prepared noticing and advertisements for case files in accordance with Department of Justice, Secret Service, Washington DC Policy; Schedule, Coordinate, and Execute Auctions; developed and prepare informational products to be used by the organization.
- Performs and conducts analyses of data in order to prepare recommendations for project planning and presentations concerning the researched data. Analyze and evaluate the data using both quantitative and qualitative results to develop and maintain the accuracy of all data queries for the Secret Service. Communicate the findings to the appropriate staff and management for improvements in system and business processes, data analysis and future research projects.
- Oversight legal and regulatory compliance including management reports, legal research and local, state and federal filings. Upgraded database systems to meet client standards and analyzed data from other investigative agencies.

Ericka Nicole Bishop

- Inputted data given by client to be compared by other information found within the agency. Reviewing files after hearings to determine follow-up or disposition status; providing required follow-up on cases to ensure successful completion of program requirements.
- Created expense reports based on in-office data; reviewed final product in order to submit to client. Manage and maintains liaison with clients and vendors inside and outside the agency in coordinating support services programs

July 2010 – April 2011

MedAssurant

Annapolis, MD

Administrative Coordinator:

- Processed and scanned digital copies of received medical documents. Followed up on the status of medical record requests with personnel of provider sites.
- Placed calls to medical facilities to verify information for MedAssurant's medical record reviewers for over 250,000 medical records. Document updates into a large electronic database.
- Effectively communicated with medical clients regarding the purpose of reviews. Communicated status of request and/or issues in fulfilling those request to team lead or operations manager.
- Retrieved medical records of patients within client's database and associated the correct information for dates of service needed for particular projects during the year. Effectively uploaded patient's information to MedAssurant's databases for processing.
- Processed the medical records in correct formatting to be reviewed by health plan and ensured medical records are associated with correct patients.

2009-2010

US Department of Labor

Washington, DC

Marketing Research Intern/ Summer Intern (Office Automation Clerk):

- Interacted with clients on daily basis to implement marketing and administrative strategies. Assisted in developing strategies to enhance the organization's mission statement and company objectives. Involved in a customer service environment daily while assisting clients with daily tasks. Implemented strategies orally to clients and supervisors.
- Researched and developed reports on variety of business topics. Managed and maintained schedules and deadlines. Composed copies of newsletter, updated website information, researched announcements.
- Coordinated internal and external meetings between clients and ensure a smooth flow of activities. Recorded and documented minutes during meeting.
- Created and edited the organization's newsletter "At a Glance". Searched and accumulated information pertinent to programs and conferences. Executed various administrative works including maintain records, received calls, screened important matters, copied and faxed documents
- Entered and analyzed statistical data using balanced sheets, MS Excel, etc. Mathematically calculated survey data under the Davis Bacon Act. Played a vital role in the increase of the Minimum Wage Rate.
- Managed and trained other employees. Completed weatherization forms under a deadline. Created and updated charts, graphs and presentations and prepared mail for UPS shipments

EDUCATION:

University of Maryland University College, Master in Business Administration (Concentration in Management), Adelphi, MD
Towson University, Bachelor of Science in Business Administration (Concentration in Marketing), Towson, MD

RELATIVE COURSEWORK/TRAINING:

Classes to includes MNGT 301 Principles of Management, micro-computer skills, public relations, critical thinking, accounting and finance, statistics, mathematics, Employee Communication, Public Relations, Managing-Conflicts, Public Policy Management, Micro/Macro-Economics, Finance, and Integrated Accounting Systems

OTCnet U.S. Department of Treasury – Financial Management System June 2013

United Financial Management System (UFMS) June 2013

Justice Detainee Information System (USMS JDIS #906) March 2013

