

JORDAN HOLT

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EDUCATION

State University of New York at Oswego
Bachelor of Science in Business Administration

Oswego, NY
Aug 2007 – Dec 2009

- Graduated in 2 1/2 years
- GPA: 3.88
- Double Major in Economics
- Microeconomics and Accounting Tutor

SKILLS AND PROFICIENCIES

- Microsoft Certifications:
 - MTA – HTML5 Application Development Fundamentals – July 2015
 - Currently preparing for MCSO – Web Applications
- Some experience with the following programming technologies: HTML5, CSS3, Javascript, JQuery, Sass, SQL, Python. Currently learning: C#, ASP.NET MVC.
- Experience with Linux and Command Terminal
- Over 4 years management and supervisory experience
- Passed Actuarial Exam P – May 2013
- Passed the following financial licensing exams: Series 7, Series 66, NY State Life, Accident and Health Insurance – Fall 2012

WORK EXPERIENCE

National Government Services (Anthem)

Audit and Reimbursement Analyst II

Work Remotely

May 2014 – Present

Promoted after ~13 months. Process and analyze annual Medicare Part A cost reports. Maintain compliance with Centers for Medicare and Medicaid Services regulations. Query providers for any irregularities or missing information. Determine final settlement due to provider. Assist in monthly internal quality audits. Liaison between staff and online document submission platform.

BNY Mellon

Securities Settlement Processor

Syracuse, NY

Feb 2013 – May 2014

Calculate and process department monthly 12B1 payments. Perform daily reconciliations and trades for ~30 institutional funds involving transactions of hundreds of millions of dollars. Utilize numerous excel spreadsheets and macros on a daily basis. Promoted from temporary employee 7 months early.

Edward Jones

Financial Advisor Trainee

Baldwinsville, NY

Sep 2012 – Nov 2012

Trained to be a Financial Advisor for Edward Jones. Passed Series 7 and Series 66 licensing exams in 6 weeks total. Passed the New York State Life and Health Insurance exam in 2 weeks. Participated in corporate product and sales training. Performed door to door marketing.

Gypsum Express LTD.

Operations Manager Trainee

Baldwinsville, NY

Dec 2011 – Aug 2012

Shadowed Operations Manager for duration. Main rotation was managing fleet of 40+ drivers (assignments, scheduling, performance reviews, communication liaison, etc). Cross trained in safety department, some time spent with billing and accounting.

Holt Painting Companies, Inc.

Final Role: Operations & Office Manager

Syracuse, NY

June 2000 – Oct 2011

Family Painting Contracting Business. Started working on the production side, part-time. Eventually moved into a managerial role reporting directly to the owner. Ending responsibilities were: managing 4-5 paint crews, assisting in the hiring process, equipment and supply coordination, monthly financial reporting to owner, creating employee handbooks, payroll monitoring, conducting weekly safety meetings, and some estimating.