

# Patti MacKay

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[www.pattimackay.com](http://www.pattimackay.com)

\*US Citizen

\*flexible about travel

\*happy to relocate

***Self-starting, highly adaptable, and accountable professional seeking entry-level position that focuses on UX, UI, web design, and front-end web development.***

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## TECHNICAL SKILLS:

HTML5	JavaScript	Gulp
CSS3	jQuery	Underscore
Sass	Wireframing	Backbone
Responsive design	Command line	Scrum/Agile Development
Bootstrap, Bourbon/Neat	GitHub/Git	Axure

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## WORK OVERVIEW:

**The Forge** • Durham, NC

***July 2015***

- Collaborated on the design and development of an alumni web application that serves as a networking and professional development resource for graduates of The Iron Yard coding school. The app was built with Ruby on Rails, HTML5, and CSS3.

**GreatPoint Energy, Inc.** • Cambridge, MA

***Assistant Controller***

***Accounting Manager***

***Jan 2010 – Jan 2014***

***Dec 2007 – Jan 2010***

- **COMPUTER SYSTEM CONVERSION**

Designed and documented business process flows for all accounting related functions, and then configured, implemented, tested, trained, and rolled out the NetSuite ERP system to users. The project included collaboration with NetSuite project team to define the scope and functionality of the system, defining user profiles, identifying all use cases, customizing dashboard views and KPI's based on profiles, and customizing user interfaces for ease of use.

## **Patti MacKay**

- **ACCOUNTING**

Established, directed, documented, and oversaw all accounting related matters of the corporation including policies, systems, business processes, internal controls, and financial reporting. Provided financial metrics to investors and ad hoc reporting and analysis to the executive team and lead the annual audit process from field work through Audit Committee presentation.

**Keane, Inc.** • Boston, MA (*currently NTT Data*)

**Senior Financial Analyst**  
**Special Projects Manager**  
**Treasury Analyst**

**Aug 2004 – Nov 2007**  
**Oct 2002 – Aug 2004**  
**Aug 2001 – Oct 2002**

- **BUSINESS PROCESS FLOW** (*for Sarbanes-Oxley compliance*)

Member of project team responsible for identifying the flow of information for all business functions for a \$1B multi-national organization. Interviewed cross functional business process owners and then documented process flows in both written and flow-chart form, including transfers of information across multiple computer systems. Identified and evaluated the effectiveness of internal controls, designed and implemented solutions to alleviate control weaknesses, and followed up with process owners to ensure the success of those controls on a long term basis.

- **ACCOUNTING**

SEC Reporting, Proxy Statement, Section 16 Insider Trading Compliance, cash and investment management of over \$175M, stock plan management, merger integration, special projects, and international subsidiary accounting.

**Tappe Architects** • Boston, MA

**Drafting Associate**

**Aug 1999 – Aug 2001**

- Prepared presentation boards that were used to communicate project materials and layout to clients. Worked on tasks for multiple project teams as needed. Designed library furniture and edited construction documents using AutoCAD. Wrote construction specification documents.

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## **EDUCATION:**

**The Iron Yard Durham, NC**

Certificate of Completion, Front-End Engineering

**Boston Architectural College, Boston, MA**

Two years of full time course work studying Masters Level Architecture and Design.

**University of Massachusetts, Amherst, MA**

Bachelor of Business Administration, Accounting