S A M U E L   C .   K E L L Y

skelly1342@gmail.com
LinkedIn Portfolio

Summary of Qualifications

Self-motivated, personable, and reliable full-stack developer. I have a background in accounting/finance and currently looking to begin a career professionally at a fast-growing tech company.

EDUCATION

Bachelor of Business Administration
University of Memphis, Memphis, TN
Major: Accounting
Graduated May 2021   GPA 3.36

Associate of Science
Southwest Tennessee Community College
Major: Accounting

SKILLS

Languages: HTML, SQL, Python, Java, JavaScript
Frameworks: ReactJS, NodeJS, Flask
Business Tools: Spreadsheets, Word Processing, Presentation, Internet Applications, Office Suite, Excel Certified, 2016

EXPERIENCE

Staff Accountant, May 2022 – June 2022
Campbell Clinic, Germantown, TN
- Completed bank reconciliations for the clinic in a timely manner and accurately.
- Filed invoices in the order received as well as the time period to create an archive.
- Performed analysis of costs for future changes of policy for upper management.
- Entered financial data to assist the month-end close and confirmed details for accuracy.

Equipment Audit Associate (Temp), Jan 2022 – May 2022
IMC Companies (via Robert Half), Collierville, TN
- Post invoices to Great Plains with high accuracy in a timely manner.
- Prepare invoices for processing by attaching proper documentation.
- File disputes based on coordination with operations and vendors.
- Audit auto-generated invoices for accuracy to create a backlog of invoices.

Finance Intern, July 2021 – September 2021
Baptist Memorial Healthcare Corporate, Memphis, TN
- Analyzed Excel spreadsheets to create insights for reimbursement.
- Assessed insurance plans to determine legitimacy and confirm payment.
- Completed cost reports for management that summarized hospital finances.
- Communicated with management and coworkers to ensure accuracy and completion

Shift Lead, June 2021- July 2021
UMRF Ventures, Memphis, TN
- Provided solutions to agents' questions to ensure accurate and timely task completion.
- Recommended new workflows to management to create a higher level of efficiency.
- Audited completed tickets to verify that work performed is high quality and compliant.
- Cooperated with fellow shift leads to complete assigned projects from management.