

SONYA LAWRENCE-THOMPSON

Jacksonville, Florida 32256 | [Email](#) | [GitHub](#) | [LinkedIn](#) | [Website](#)

Career Summary

I am a dynamic, curious, and intrinsically motivated Professional with a passion for diplomacy, problem-solving, and strategic planning. My previous experiences in the healthcare, consumer goods and manufacturing industries has allowed me to hone in on my systematic thinking skills which I use in solving business problems daily. As a lifelong learner, I am constantly seeking carefully crafted solutions to novel problems. I am eager to contribute to team success through arduous work, attention to detail, and excellent organizational, leadership and time management skills.

Skills

- *Languages Spoken:* English (native), Spanish (intermediate)
- *Programming Languages:* Python
- *Databases:* MySQL, IBM Db2, PHPMyAdmin
- *Key Tools:* Excel, Power BI, Jupyter Notebook, QuickBooks, NetSuite

Relevant Experience

Jacksonville Orthopaedic Institute, Jacksonville, Florida

Financial Analyst [September 2022 – October 2023]

- Automated manual company-wide processes using Microsoft Excel and Python
- Strategically designed key performance indicators (KPI) to guide company wide data analysis
- Implemented budget processes using demand and assumption-based analytics, while conducting monthly variance analysis
- Collaborated with various departments to develop and produce new data management tools and provide support in daily accounting operations and month-end close
- Produced and maintained monthly financial dashboards for 5 divisions, 13 rehabilitative centers and 33 doctors; proactively identifying emerging trends in financial data to drive timely action

FCRD Services, Fort Wayne, Indiana

Data Quality Analyst [November 2020 – September 2022]

- Built and maintained financial models for ROI and Cash flow projections as needed.
- Developed dashboards to measure and monitor the effectiveness of products and services.
- Conducted drill-down analysis to identify recommendations to improve outcomes and overall performance improvements.
- Possessed and maintained a comprehensive understanding and knowledge of the industry, products and services, and corporate organizational structure.
- Effectively communicated results of analyses to the management team, executive leadership, and greater organization in professional reports and presentations.

Indiana Stamp Company, Fort Wayne, Indiana

Accountant Assistant [December 2019 – November 2020]

- Managed tax compliance by remitting state and federal business taxes on time.
- Implemented team communication to find collaboration opportunities and exchange ideas.
- Oversaw daily and monthly bank reconciliation statements, ensuring accuracy and completeness.
- Investigated and resolved accounting discrepancies and irregularities promptly to ensure data accuracy and compliance.
- Improved efficiency by over 150% through streamlining accounts payable procedures, resulting in significant cost savings.
- Demonstrated professionalism and thoughtful communication when handling product manufacturing and billing inquiries.
- Processed daily accounts receivable, credit card transactions, and invoices using cloud-based software systems to ensure timely payment and reduce lag time.
- Managed the entire data life cycle for customers' personally identifiable data using proprietary local software, ensuring compliance with data privacy regulations.

BT'S Plumbing and Heating, Queens Village, New York

Staff Accountant/Office Manager [July 2016 – October 2019]

- Spearheaded company-wide data transformation from hardware to software
- Analyzed and disambiguated complex business problems to identify practical solutions
- Efficiently inputted customer's personally identifiable data into proprietary local software
- Accurately coded financial data to prepare monthly invoices and yearly financial statements using QuickBooks Desktop Pro
- Managed 50+ daily job schedules using Microsoft Excel aggregate functions and followed up with contractors to ensure timely job completion
- Collaborated with the Certified Public Accountant (CPA) to probe financial statements for adherence to Generally Accepted Accounting Principles (GAAP)
- Created and managed Microsoft Excel spreadsheets containing 10,000+ customer job profiles, utilizing Pivot Tables, LOOKUP functions, and nested formulas

Education

PROFESSIONAL CERTIFICATE, Data Science

EdX, Cambridge, Massachusetts

January 2022 – July 2022

BACHELOR OF SCIENCE, Accounting

BACHELOR OF ARTS, Psychology

Minor in Business Management

Huntington University, Huntington, Indiana.

August 2012 – May 2016, Cum Laude

ASSOCIATES, Business Studies

The Queen's School, Kingston, Jamaica.

September 2010 – June 2012