

Thomas Pennington

Allen, TX 75013

penningtonkurt94@yahoo.com

2143925513

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Integration Specialist

Forte Payment Systems - Allen, TX

August 2018 to Present

As an Integration Specialist, I spend my day assisting consumer merchants with integrating to our systems in order to process transactions. This includes working with their existing programs to be able to make Rest Calls via our Rest API through whatever language works with existing script, Java, PHP, Python, etc. Other skills include generating html and javascript to process payments through our server side systems. Another platform used often is using FTP to submit large batch transactions processed in a CSV, Plain Text or NACHA file format.

Office Manager/ Accounting Clerk

Arborillogical Services Inc - Wylie, TX

April 2015 to August 2018

Responsibilities

My day to day duties consist of ensuring that all client accounts are being serviced properly. Every morning I receive payments via check from the mailbox and input them into Quickbooks with the correct account. Once all check payments are accounted for I deposit them all into the bank via electronic check scanner. From there I check online payments and credit card payments sent in by mail and input them so they are all accounted for. I manage all parts of billing clients for services provided and ensure they are put in accurately. Depending on the week or day, I input times and ensure payroll is handle for both hourly and salary employees. At least once a month I will sort through unpaid bills and send statements or collections letters to request payment. With our vendors, I input the billed amount accurately and ensure that they are paid prior to the due date if not as soon as I receive the bill.

Accomplishments

I began at this company at the bottom of the ladder as a ground man for pruning crews and moved up into the a management position after a short time and moved even further and excelled very quickly past my peers. With Web Development skills gained while employed, assisted in creating the newer, more polished website existing today.

Arborillogical.com

Skills Used

I use a few different computer programs and am very comfortable such as the entire Microsoft office, Quickbooks, our own generated program for keeping track of clients, the Adobe Creative Cloud as well as the various advertising platforms.

Education

In Progress in Front End Web Development

Collin County Community College - Plano, TX

January 2018 to Present

Skills

Microsoft Office (8 years), Quickbooks (4 years), Video Production (3 years), Adobe (4 years), Audio Editing (4 years), Customer Service (7 years), Photoshop (5 years), HTML (4 years), CSS (4 years), Python (Less than 1 year), Javascript (2 years), SQL (1 year), Rest API (1 year), FTP (1 year), PHP (Less than 1 year), Database Management (1 year), Video Editing (3 years), Powershell (2 years)

Certifications/Licenses

Google Analytics

August 2017 to August 2018

Google Adwords

July 2017 to July 2018

Additional Information

I have an extremely positive attitude and always give my best effort in anything that I do.