

(Project Specialist, Analyst, Operations Specialist, IT)- Contract Role (Project Specialist, Analyst, Operations Specialist, IT)- Contract Role Experienced Professional Briarwood, NY Authorized to work in the US for any employer Work Experience (Project Specialist, Analyst, Operations Specialist, IT)- Contract Role Consolidated Edison (Con Edison) Company of New York, Inc July 2018 to Present Heavy use of Salesforce CRM, Databases, Reports. Microsoft Office suite, MS Word, Excel (V- Lookup s, Pivot Tables, Excel VBA), Outlook PPT Finance and Accounting duties. Engineering analysis. Marketing collateral. Forecasting, scorecards. Managing Leads & Program Development. Strong Technical Skills. Financial & Technical Analysis. Sales and Pipeline Analysis (Forecasting). Correspondence /Direct Support and contact with Customers and Vendors, departments. Contract specialist. Multi program analysis. Program Development. Created desk guides & processes. Worked on multiple programs simultaneously. Processing and verifying invoices AP Side. Interactions with customers/vendors. Operations/ Process Management / IT support, Sales support, Marketing. Contract management and associated deliverables. Quantitative and Qualitative Analyses along with recommending solutions. Working in teams and with various departments and Program Managers. Managing changing priorities with ease. Applied organizational procedures to make independent decisions. Database Management, Management Business Intelligence, Work Management systems. Project coordination and Customer service. Working on projects with projected costs/benefits of upwards of \$500 million.

Financial Coordinator (Temp Project Based Role) Mt Sinai Icahn School of Medicine - New York, NY April 2018 to May 2018 Special Projects Finance Division)-New York, NY April 2018 to May 2018 Financial Coordinator (Temp Project Based Role) Grants assistance, publishing Heavy Excel Payroll (Calculation and Statement Preparation) Assisting in funds approval/ Funds Transfers AR functions & Duties Analysis GL Entries Assisting In closing and maintaining accounts Month end closing Staff Accountant (Temp Role) Aurify Brands - New York, NY March 2018 to March 2018 Tax calculation Creating/ Updating P&L statements Bank reconciliation and tender reconciliation Credit card deposits Chargebacks Assisting with bank/cash upload entries Multi-site retail Heavy data entry Importing sales journal entries from POS into Intacct

accounting program Analyst/ Researcher (2 Month Temp Role) New York University - New York, NY
December 2017 to February 2018 Salesforce CRM Experience Devise and evaluate methods for collecting data, such as surveys, questionnaires, and opinion polls. Gather data about consumers, competitors, and market conditions. Analyze data using statistical software. Convert complex data and findings into understandable tables, graphs, and written reports. Prepare reports and present results to clients and management. Invented new technologies and designed experiments to test for accuracy and effectiveness. Operations MANAGER 1943 - Brooklyn, NY
January 2015 to December 2017 Trained, coached and mentored staff to ensure smooth adoption of new program. Exceeded company objectives. Increased profits by 30% in six months through restructure of business line. Directed all phases of projects. Directed planning, budgeting, vendor selection and quality assurance efforts. Recommended process and systems improvements. Junior Accountant/ Analyst Nissan/Infiniti Corp - Queens, NY September 2015 to March 2017 Successfully implemented new technologies and process automations to encourage continuous improvement composed effective accounting reports summarizing accounts payable data. Researched and resolved accounts payable discrepancies. Obtained working capital short term/long term loans. Reconcile all accounts as needed and update payroll information. Charge backs to Finance/Sales Departments. Update and maintain all accounting records using bookkeeping software. Trusted to handle every facet of business. Trained new employees on multiple programs and software. Entered financial data into the company accounting database to be verified and reconciled. Generated invoices upon receipt of billing information and tracked collection progress. Coordinated work between multiple departments. Created standard operating procedures. Sourced qualified vendors to provide program resources. Entered numerical data into databases in a timely and accurate manner. Scanned documentation and entered into the database. Obtained scanned records and uploaded them into the database. Produced monthly reports using advanced Excel spreadsheet functions. Added new material to file records and created new records. Documented business requirements, functional specifications and training procedures. AP/AR Duties: ? Communicated with customers to identify

and resolve outstanding payments. ? Posted receipts to appropriate general ledger accounts. ? Researched and resolved accounts payable discrepancies. ? Negotiated prices, terms of sale and service agreements. ? Monitored timelines and flagged potential issues to be addressed. ? Assessed vendor products and maintained positive vendor relations. ? Assisted sales and Finance departments. Administrator/Full charge Bookkeeper United Leasing/ Wework - New York, NY July 2014 to December 2014 Purchased supplies and equipment as authorized by management Paid supplier invoices in a timely manner; paid any debt as they come due for payment. Record cash receipts and make bank deposits. Calculated and issued financial analysis of financial statements Maintained an orderly accounting filing system. Provided clerical and administrative support to management as requested Maintenance of sales leads following up with customers Rent roll activities. Represented buyers and sellers of developed and undeveloped properties. Showed properties to potential buyers and other brokers at open houses and by appointment. Negotiated contracts on behalf of clients. Quality Assurance /Quality Coordinator/Research & Development Assistant PINC - Nassau, NY June 2013 to July 2014 Responsible for all levels of quality coordinator/quality assurance. Monitored, performed, chemical and physical test procedures/reported results. Biological, chemical and microbiological testing, daily and as needed. Sample preparation. Purchasing. Acting liaison between upper management and supervisors and production staff. QA/QC Liaison for \$20 million Company. Heavy data entry and maintenance of databases in Excel, Baan, Word. Maintained calibrations and certification with 100% improvement in accuracy. Developed and maintained various electronic databases. Helped improved overall audit procedures and improved company scores. Education Bachelor's in Biology Queens College - Flushing, NY 2010 to 2014 Bachelor of Arts in Economics/ Finance Queens College - Flushing, NY 2006 to 2010 Skills Desktop Support, Active Directory, Help Desk, Service Desk, Tech Support, MAC, Analytics (10+ years), Microsoft office (10+ years), Salesforce (2 years), Project Control, Earned Value Management Links <http://linkedin.com/in/jimmy-virk-543288a8> Certifications/Licenses A valid IT Specialist certification

Name: Matthew Combs

Email: david21@example.com

Phone: (318)951-1826