Database Administrator 3 Database Administrator 3 West Point, VA Authorized to work in the US for any employer Work Experience Database Administrator 3 Huntington Ingalls 2019 to Present

Create databases to assist with planning and scheduling of multi year projects   Write code to automate reporting processes   Write code to create ease of us for internal customers to update and edit stored data   Learn and understand the customer/end users' needs and design databases to meet those need, identifying the countering potential risks involved   Work within a team to create large scale data warehousing and reporting   Create and conduct scripts for User Acceptance Testing (UAT) Accounts Payable Supervisor Southern States Cooperative - Richmond, VA 2018 to 2019   Recovered $1.5 million in unpaid invoices and billings from company's largest supplier   Led project management team to select a new imaging system to interact with current ERP   Used cost to process analytics to assist buyer and sales teams in negotiating supplier terms and discounts   Responsible for $2.5 million credit balance with a top supplier   Analyzed sales history against ease of business to determine future of vendor relationships   Successfully located over $100,000 in unused or unreceived credits from multiple vendors   Worked alongside sales team and buyers to negotiate write off's of invoices from previous fiscal year from vendors   Supervise a team of 6 associates   Hire and train new associates   Match purchase orders to invoices for payment to vendors and billing of customers   Review statements and multiple reports for account history and discrepancies   Create reports to analyze balances due   Created database to centralize vendor information and history   Combined reports from multiple sources to review payment and billing history   Negotiate payment terms and discrepancies to provide wins for the company   Instilled new policies within the team to improve processes, workloads and customer service   Maintain high levels of customer service with both internal and external customers at all levels Accounts Payable Supervisor Ferguson Enterprises, Inc - Newport News, VA 2012 to 2018   Supervised a team of 6-12 associates   Hired and trained new associates   Conducted annual evaluations   Created SOP documentation and job aids   Created Access databases, Excel spreadsheets, BATCH files scripts and Cognos queries to automate department reporting   Assisted in in project management teams for design, implementation and testing of multiple imaging software upgrades and the

transition to new ERP software for Ferguson's finance departments Assisted in creation and implementation of process changes which increased department productivity by over 25% Ensured department stayed within 48 hour turnaround on all documents processed; approximately 80,000 documents per week Responsible for the department which imaged and processed all invoices, statements and credits to the correct department Developed automated processes to eliminate department paper usage by over 60% and cut turn around speed in half Established and maintained internal/external relationships to ensure excellent customer service was provided Document Processing Lead Associate Ferguson Enterprises, Inc 2008 to 2012 Prepared priority documents for entry in a timely manner Provided excellent teamwork and collaboration with all levels of associates Examined and found solutions for problem invoices through contact with vendors Trained new associates Document Processing Associate Ferguson Enterprises, Inc 2006 to 2008 Utilized OCR for AnyDoc imaging software to scan, quality assure and enter invoices Awards: Education Masters of Arts in American History in American History American Public University Bachelor's of Arts in Business Adminstration in Business Mount Vernon Nazarene University

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