

# VICTOR SAMUEL

## DETAILS

### PHONE

(470) 599-5759

### EMAIL

victor.samuel@vercel.com

## SKILLS

NetSuite

Salesforce

QuickBooks

Stripe

Excel (Pivot Table, VLookUps, etc)

Ariba

Coupa

Tipalti

Slack

Google Suites

Microsoft Suites

SAP (ERP)

Bill.com

Okta

DocuSign

Amazon Pay

GitHub

Git Lab

Bootstrap

Visual Studio Code

Git Bash

Regulatory Compliance (IRS, GAAP)

Cost Analysis and Budgeting

Financial Reconciliation

Vendor Management Systems

(VMS)

Cash Applications

Data Analysis

Glo-BUS

R Software

CRM

Microsoft Suite

Sage Intacct

Tableau

## EMPLOYMENT HISTORY

### Revenue Operations Analyst, Vercel

Apr 2023 — Present

- Utilized expertise in Stripe to facilitate client invoicing, ensuring accurate and timely billing processes
- Collaborated with team members to establish comprehensive tracking systems using Notion, enabling efficient monitoring of various operational aspects
- Played a pivotal role in supporting the overall Revenue Operations (RevOps) function, contributing to streamlined workflows and improved revenue management
- Managed the tracking of multi-team and annual burndown against contracts, providing valuable insights into financial performance and contract compliance

### Accounts Receivable Analyst, Glassdoor

Apr 2022 — Mar 2023

- Daily troubleshooting of automated payment failures and reconciliation between bank and ERP
- Managed invoice submissions through vendor portals, ensuring accurate setup and tracking
- Utilized Salesforce to resolve daily cases with a 90% success rate and responded with 100% accuracy
- Collaborated with cross-functional teams to enhance financial performance and support business initiatives

### Finance Associate, Social Finance

Nov 2021 — Jan 2022

- Reviewed cash transactions, reconciled bank accounts, and prepared balance sheet reconciliation schedules for quarter-end accounts
- Assisted in the preparation of quarter-end financial reports, including the presentation of financials to internal stakeholders
- Collaborated on investor-related tasks, including capital call notices, distribution calculations, and supported Accounts Payable processes while maintaining effective communication with third-party administrators

### Staff Accountant, Evergreen Trading

Feb 2017 — Sep 2021

- Partnered with the VP of Finance to finalize month-end taxes, reconciliation, and year-end audits
- Performed root-cause analysis on billing issues to recommend improvements to processes and procedures
- Generated month-end Accounts Receivable and Account Payable reports
- Analyzed financial data to identify trends and provide insights to improve financial performance
- Created reports for senior management and board of directors' meeting

### Payroll and Billing Coordinator, RCM Technologies

Jul 2016 — Sep 2016

- Managed detailed billing records and reports for management and auditing purposes
- Utilized accounting software (e.g., QuickBooks, SAP) proficiently for payroll and billing tasks
- Conducted financial analysis to ensure data accurate and compliance with GAAP principles
- Maintained strict confidentiality and security of payroll and billing information

## **Command Control Communications Supervisor, United State Air Force**

Aug 2015 — Aug 2021

- Trained and lead 10 high ranking officers and 20 enlisted members in command-and-control communication procedures
- Developed and implemented strategies for efficient command and control operations
- Communicated time-sensitive information, regarding mortuary affairs movement for fallen heroes, to senior leadership, including the President, Vice President, Secretary of Defense, and Chief of Staff
- Coordinated travel arrangements and planned itineraries for domestic and international travel, adjusting schedules, flights, hotels, and rental cars, as needed
- Ensured the security and integrity of information and data transmission

## **EDUCATION**

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### **Certificate in Full Stack Web Development, Southern Methodist University**

Aug 2023 — Feb 2024

### **Bachelor of Business Administration in Finance, CUNY-Baruch College**

Aug 2016 — Aug 2020

Minor in Psychology

### **Associates of Applied Science in Accounting, Chattahoochee Technical College**

Aug 2013 — May 2015

### **Associates of Applied Science in Hospitality, Community College of the Air Force**

Aug 2019 — Aug 2021

## **CERTIFICATIONS**

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**Payroll Accounting Specialist, Chattahoochee Technical College** | 2015

**Technical Specialist, Chattahoochee Technical College** | 2015

**Computerized Accounting Specialist, Chattahoochee Technical College** | 2015

**Office Accounting Specialist, Chattahoochee Technical College** | 2015

## **AWARDS**

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Armed Forces Reserve Medal with 1 'M' Device, United State Air Force | 2021

Air Force Outstanding Unit Award, United State Air Force | 2020

Global War on Terrorism Service Medal, United State Air Force | 2020

Air Force Expeditionary Service Ribbon, United State Air Force | 2019

USAF NCO PME Graduate Ribbon-Supervisory Training, United State Air Force | 2019

National Defense Service Medal, United State Air Force | 2018

Air Force Achievement Medal, United State Air Force | 2017

Air Force Training Ribbon, United State Air Force | 2016

National Engaged Leader Awards, Chattahoochee Technical College | 2015

National Society of Leadership and Success, Chattahoochee Technical College | 2015