

VINCENT M. GONZALEZ

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Personal website: <https://vincentgonza.github.io/>

OBJECTIVE: To secure a role at where I can apply my analytical and interpersonal skills to drive customer satisfaction. I am proficient in Visual Basic Applications, Power Automate, Salesforce, and MS Office, SQL, with advanced skills in Excel including VBA/Macros, Power Query, Lookups, and Pivot tables. Adaptable to new databases and systems, with a proven ability to optimize operations and deliver results.

EXPERIENCE

American Stock Transfer & Trust Inc., NY

Senior Billing Analyst

6/1/2022 -Current

- Analyze and consolidate billing details from various departments/sources to create invoices and upload into billing system
- Analyze and verify sales deals that are posted on salesforce.com for commissions.
- Reconcile and propose accounting journal entries for revenue booking
- Liaison with Client Relationship Managers and other departments/entities to ensure timely and accurate billing and resolve disputes
- Research and verify all inquiries related to billing and AR
- Review and interpret sales agreements

Proxy Analyst

1/2019 – 6/1/2022

- Supervise daily meetings with various department heads.
- Responsible for the creation and presentation of group status for daily meetings.
- Create reports for clientele and internal departments.
- Responsible for creating and maintaining web hosting sites for corporation's clients.
- Timely processing of incoming proxy votes.

Assistant to Head of Sales

3/2015 – 12/2018

- Generated leads through customized reports that compiled data from several databases.
- Responsible for billing & Salesforce.com (SFDC) analytics.
- Responsible for ad hoc reports for the Sales & Management team.
- Responsible for cost allocation of vendor invoices.
- Managed billing files & calculated billing totals.
- Managed marketing collateral for marketing campaign's

Business Development

8/2014- 2/2015

- Responsible for creating customized reports for middle and upper-level management
- Organized & maintained billing files

- Coordinating client requests for mailings & distribution
- Compilation of KYC (Know Your Customer) forms to assess client's level of risk
- Data entry & maintenance of SFDC opportunities and the managing of our sales campaign for our financial printing division.

Sales Intern

2/2014 – 7/2014

- Attended sales calls to discuss potential client cross-sell opportunities, distribution and updated our internal database.

MetroPlus Health Plan, NY

Learning and Organizational Development Intern

11/2013 – 2/2014

- Facilitated student internship orientation, researched practical qualities for managers, and created an online training module for management titled "Qualities of an Effective Manager" utilizing Articulate software, prepared classrooms for instructors & provided feedback regarding their training courses.

EDUCATION

Associate of Arts in Business Administration, LaGuardia Community College, June 2016

VOLUNTEER EXPERIENCE

WE ACT New York

- Lobbied Congressmen Robert J. Rodriguez (68th Assembly District) to fund NYC student MetroCards.

WORK REFERENCES

Available upon request