

Andrew Kirillichev

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EDUCATION

Rutgers Coding Bootcamp

Expected November 2020

Relevant Coursework: HTML, CSS, JavaScript, J Query, Api,

Kean University

Union, NJ | January 2017

Bachelors of Business Administration of Accounting

Relevant Coursework: Financial Accounting, Managerial Accounting, Corporate Finance, Computer Information Systems, Calculus, Statistics, Business Law, Micro and Macroeconomics

EXPERIENCE

Trac Intermodal

Princeton, NJ | Nov 2018 - Present

Billing Analyst

- Gather documentation and research various databases
- Ensure all invoice updates to the system are accurate by proofing and auditing
- Ensure that customer billing and rebilling input is accurate and organize all supporting documentation to support customer invoicing
- Support vendors with entry issues /problems when billing via PoolStat or EDI
- Oversee coding and/or review for correct coding on all invoices received while ensuring accuracy of billing, protecting against vendor error / overcharges

Rightech

Iselin, NJ | May 2016-January 2018

Pay Bill Specialist

- Prepared journal entries and update the general ledger via QuickBooks
- Processed weekly payroll for over 200 employees using Mypayrollr and Bullhorn
- Maintained employees' personnel records, medical files and retirement plans
- Conducted reference checks, process I-9's and schedule drug test
- Analyze accounts to discover discrepancies and resolve all issues
- Responsible for credit collections on all past due invoices by contacting the client.
- Compiled and analyzed daily receivable reports
- Perform account reconciliations as well as a variety of data input
- Set up garnishments, child support, deductions, unemployment insurance and state withholding accounts
- Assist clients and employees with various concerns via telephone and email

TD Bank

Cranford, NJ | November 2015-May 2016

Teller

- Referred customers to bank services and informed them of new products
- Corrected customer account discrepancies and made adjustments as needed
- Answered most client account questions and escalated more complex issues to supervisor
- Processed loan payments, safety deposit box payments, deposits and withdrawals for customers

Deutsche Bank Via Firefly Resources

E-Discovery Analyst (Contract)

New York, New York | May 2015-August 2015

- Maintained tracking reports detailing productivity during shift
- Archive voice data to central server on client's premise using customer proprietary software
- Monitored and administered archiving process and escalated issues with hardware, software and processing
- Followed and complied with all Firefly and DB processes and procedures

FINANCIAL ACTIVITIES

Kean Finance Club

Union, NJ

Member

09/15 – 10/16

- Participated in Kean Virtual Stock Market Competition which improved my knowledge of the financial markets
- Collaborated with colleagues on current market news and future implications
- Attended seminars on economic issues/travel on educational tours to financial institutions
- Received current job market advice from weekly guest speakers in the industry

SKILLS

- **Languages:** Fluent in Russian
- **Computer Skills:** Microsoft Office (Excel, Word, PowerPoint), Excel Formulas, Pivot Tables, QuickBooks
- **Interests:** BJJ, Stock Market, Technology, Marketing