

ALEXANDRIA WHITE

Nashville, Tennessee ♦ 615-512-0018 ♦ alexandriacwhite@comcast.net

SKILLS & SYSTEMS

- Trend Data Analysis
- Financial Modeling
- Business Requirements Gathering
- Financial Budgeting and Reporting
- Management Reporter / Financial Reports
- Root Cause Investigation
- SQL
- Analytics Maestro
- Certified Microsoft Excel Expert
- Access DB management
- Tableau
- Microsoft Dynamics 365

EXPERIENCE

Oracle – Remote

Senior Technical Support Engineer

March 2022 – Current

- Plan, develop, and execute testing scenarios/cases.
- Instructed TSEs on software quality assurance best practices and process.
- Assisted in bringing Jira boards to best practices for enhanced team efficiency.
- Prepare, test, and train TSEs on tools (OSvC, OCEAN, NGCC, NetSuite) necessary for go-live.
- Obtained KM author certification in preparation for creation of Knowledge Management content and maintenance.

National Seating & Mobility – Franklin, TN

Information Technology Quality Assurance / Business Analyst

April 2021 – March 2022

- Provided support for all advanced financial reporting.
- Conducted fit gap analysis.
- Created FDDs (Functional Design Documents) to review with SMEs (Subject Matter Experts).
- Implemented technical requirements and reviewed with developers.
- Participated in importing and exporting of DMF templates.
- Setup configurations and provided support in Microsoft Dynamics D365 F&O (Accounts Payable, Accounts Receivable, Fixed Assets, Treasury, General Ledger).
- Designed workflows for procurement (PR, PO, and vendor invoicing).
- Responsible for employee setup in Microsoft Dynamics D365 F&O (System Administration and Human Resources).
- Analyzed business requirements and user expectancies to develop test plans and test cases.
- Maintained regression test suite and other testing scenarios.
- Actively contributed to ongoing process improvement to help streamline the development life cycle.

Financial Analyst

September 2019 – April 2021

- Prepared and reviewed monthly financial statements, including KPI's, with senior leadership to identify key variance drivers with commentary to inform decision making.
- Built and maintained Microsoft Dynamics D365 F&O reports and reporting hierarchies due to implementation.
- Participated in perpetual inventory reconciliation.
- Created budget templates for review with functional leaders, identifying opportunities and risks, while including financial models used in alignment meetings.
- Performed various cross functional analysis including payer relations pricing and contributions analysis, ATP commissions, and Kaiser Utilization reporting.
- Increased reporting efficiency through process automation where possible; prior improvement equals roughly 2 days per month.
- Aided in onboarding process for new team members, including training and mentoring of interns.

Financial Analyst Intern

May 2019 – September 2019

- Designed and implemented dynamic price modeling tool used to generate pricing for over 100 products in 130 Medicare Competitive bid markets for a \$15M top line opportunity.
- Ran business hygiene project around Microsoft Dynamics ERP implementation by consolidating list of 40,000 vendors down to 10,000 active vendors.
- Developed branch, headcount, and vendor reporting.
- Created part specific demand forecast model for top velocity items.
- Attended company-wide financial reviews to gain understanding of operational performance.

CapWealth Advisors, LLC – Franklin, TN

Financial Services Representative

January 2018 – August 2018

- Performed administrative and client service duties (reception; paperwork intake; general office organization and errands; and printing, organizing, and mailing quarterly reports).
- Prepared trade tickets and personal purchase forms; input account updates and billing codes; blotter tracking; best execution; and assisting with account transfers of more than 2,000 accounts.
- Gained experience with several client and content-management software programs used in the industry, including Advent Portfolio Exchange, Laserfiche and JunxureCloud, as well as several custodian portals (INTL FCStone, Charles Schwab and American Funds).

- Assisted the marketing director with preparing business development materials while working at the firm.

Intern

May 2017 – August 2017

- Researched and compiled Roth IRA data for a Tennessean article.
- Compiled data into Excel spread sheets to support investment and portfolio projects.
- Learned the process of investment management, specifically how investment committees research and value potential investments.

Podis & Podis Bankruptcy Law – Nashville, TN

Intern

May 2014 – August 2014

- Organized all bankruptcy files for entire office to increase efficiency.
- Scanned all documents into the company database to facilitate a more fluid workflow.
- Created and sustained an Excel document to track all cases scanned into the company database.

EDUCATION

Belmont University - Nashville, TN

Master of Business Administration

August 2019

Texas Christian University - Fort Worth, TX

Bachelor of Science: Nutritional Sciences

December 2017