

Ariel S. Tuley

ariel.sarah@gmail.com

9218 Laurel Hill Drive St. Louis, MO 63126

314.956.0901

<https://github.com/arielsarah>

<https://www.linkedin.com/in/arieltuley/>

TECHNICAL SKILLS

• Java • HTML • Python • C# • Spring • Thymeleaf • MySQL • SQLite • Hibernate • Flask • CSS

TECHNICAL EXPERIENCE

Capitol Farms Feed Manager

<https://github.com/arielsarah/capitol-farms-feed-manager>

- A C# web application to streamline the feeding process at a farm facility in Wildwood, MO
- C#, Bootstrap, OAuth, SQLite
- Allows user login through Facebook and have admin privileges as assigned
- Reporting used for feed scheduling based on location

WORK EXPERIENCE

Accounts Receivable Clerk

August 2015 to Present

Dierbergs Markets

- Billed all Business Account invoices, including Pharmacy and Floral
- Maintained Aging for Business Accounts
- Recorded Tax Exempt certificates for local companies and vendors
- Billed all coupons over \$10 directly to manufacturer
- Answered phones and assisted customers with requests
- In November 2015, switched roles when a co-worker gave notice
- Learned new role while fulfilling duties of previous role in the transition period
- Trained new hires and temporary workers for various tasks during transition period between roles
- Reconciled company pharmacy accounts to third party management company
- Recorded all pharmacy payments from insurance companies, including supplemental insurance payments received as paper checks
- Refunded co-payments to patients when paid through supplementary insurance
- Tracked all rebates from vendors when buyer contracts stipulated payments
- Accrued rebates to earned period
- Reconciled actualized rebate payments to accrual amounts in PeopleSoft
- Scanned necessary documentation into digital database
- Assisted other co-workers with their daily overflow and month end requirements

Accounts Receivable Agent

January 2010 to August 2015

St. Louis City Center Hotel (previously Sheraton St. Louis City Center Hotel)

- Maintained City Ledger keeping accounts current
- Prepared and posted adjustments to City Ledger
- Reviewed daily billing transactions for recurring accounts
- Maintained vendor contracts and city licenses
- Maintained tax exempt log and reports
- Billed all catering and banquet groups
- Executed accounting tasks using various software including SAP, ProfitSage, and Microsoft Office Suite products

- Submitted all required Month End Closing reports
- Refunded credit cards and addressed guest complaints as necessary
- Confirmed payment information for all groups, processing needed direct bill applications
- Assisted with Front Desk Agent training
- Performed Accounts Payable functions in addition to regular duties after brand transition
- Reviewed Daily Revenue audit as needed

Front Desk Agent

September 2009 to January 2010

Sheraton St. Louis City Center Hotel

- Checked guests into and out of hotel using Galaxy and Lightspeed computer systems
- Answered incoming and internal phone and radio calls
- Responsible for maintaining \$500 personal bank
- Responsible for daily deposits and billing on guest reservations
- Answered guest billing questions
- Assisted the Accounting department with various daily activities several days a week

Production Coordinator / Editor

March 2006 to July 2009

Cision US, Inc. – St. Louis, MO

- Coordinated all incoming orders for St. Louis office through web program, Netsuite
- Communicated required information between production and sales in offices across the United States
- Arranged internal video transfers between offices
- Prepared and shipped all hard copy product
- Ordered all production supplies
- Responsible for two daily tape/DVD changes
- Edited video clips

EDUCATION**LaunchCode LC101**

Winter 2018

- Boot Camp in front and back end development, focusing on Python, HTML, and Java

S.I. Newhouse School of Public Communications – Syracuse University **GPA: 3.757/4.0****Graduated:** Magna Cum Laude - December 2005**Major:** Television, Radio, and Film**Minor:** Drama**HONORS**

- Sheraton St. Louis City Center Hotel Employee of the Month: December 2009, December 2010, September 2014
- Cision Employee of the Quarter Q3 2007
- Syracuse Dean's List (2002-2005)
- Member, National Society of Collegiate Scholars