**Troy Merkman**

232 Waterville Street Apt. 6 Waterbury, CT 1-508-863-2526 TMerkman@yahoo.com

**Objective** Seeking a professional position in mutual fund administration

**Experience Quality Assurance Specialist/Medical Biller**

2003-2011 Denmark’s Home Medical Equipment, Pocasset, MA

* Worked Accounts Receivable on all Insurance Companies
* Prepared and submitted claims to various insurance companies
* Identified and resolved patient billing complaints
* Applied for prior authorization
* Verified insurances
* Trained new employees
* Checked for correct cpt and hcpc codes

**Senior Custody Fund Accountant**

2001-2002 Investor Bank and Trust Company, Boston, Ma

* Calculated daily NAV for several complexed funds
* Prepared cash availability
* Reconciled cash, securities, and month end general ledger accounts
* Verified all daily transactions: trades, cap stock, and corporate action
* Reviewed fund accountants daily work
* Trained new fund accountants
* Completed wire transfers

**Fund Reporting Specialist/Fund Accountant**

1999-2001 Zurich Scudder Investment, Boston, Ma

* Prepared financial data for Sec filings(N-SAR and 24f-2, etc.)
* Downloaded trial balances into financial statements spreadsheet
* Calculated Income distributions
* Prepared fund expense accruals
* Reconciled Securities Holdings
* Assisted in all aspects of financial statement preparation

**Fund Accountant**

1998-1999 First Data Investor Service, Boston, Ma

* Calculated the Net Asset Value
* Determined dividends and distribution rates
* Reconciled cash and securities
* Booked trades, cap stock, and corporate actions
* Prepared general ledger proofs
* Entered income and expense accruals

**Education** University of Massachusetts at Dartmouth, North Dartmouth, Ma

1989-1994 Major: Finance

**References** References are available on request.