Elliot Szutz

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PROFESSIONAL EXPERIENCE

Experis (NYSE: MAN)   July 2017-Present
Microsoft Office 365 FastTrack Program Manager (Lead)

- Led a team of 6-10 to deliver data analytics and reporting efforts, providing insight into understand consumption patterns, deferred states, data quality, and internal actions
- Defining new processes and improving existing processes
- Understanding the "story" the data is telling and relaying it to management
- Creating dashboards and customized reports in PowerBI and Excel
- Leading and defining parameters for projects handed over by Microsoft
- Managing team and delegating responsibilities based on strengths of the team
- Balancing multiple priorities in an unstructured work environment

Experis (NYSE: MAN)   April 2017-June 2017
Microsoft Office 365 FastTrack Manager

- Relationship manager for Microsoft FastTrack Center
- Guiding government, corporate, and enterprise customers in moving to Office 365 environment
- Managing expectations and establishing relationship with external customers
- Communicating with different parties across multiple organizations and leading engagements with customers to drive deployments forward
- Pulling together resources to overcome blockers to deployments; SME's, documentation, etc.

Extended Stay America (NYSE: STAY)   March 2016- February 2017
Project Accountant

- Prepare monthly reports detailing all capital expenditure ($200 - $300M annually) activity for the monthly meetings of the Capital Investment Committee
- Perform monthly closing activities, including processing of journal entries and accruals
- Capitalization of assets during renovation cycle for 108 sites with an average asset value of $1.3M
- Implemented process to improve disposal handling to identify impact of disposal before processing
- Led project to overhaul useful life of all fixed asset categories
- Perform ad-hoc analysis of capital expenditures as required

Campus Crest Communities (NYSE: CCG)   October 2014 - February 2016
Operational Accounting Specialist

- Reconciled client accounts against general ledger to identify correct billing, and application of payments
- Researched and reconcile special projects assigned by Controller
- Worked with operations and sales departments on ad hoc basis
- Verified collection procedures, ensuring compliance with established guidelines
- Created, implemented, and managed relational database for tracking, verifying and reporting on in house collection activity, improving record auditing speed and accuracy
- Implemented Excel macros to speed up weekly reporting from hours to seconds
- Posted resident payments to general ledger and reconciled bank statements for properties during stopgap efforts at Canadian properties using unfinished ERP system

TECHNOLOGY / PERSONAL SKILLS

Above all other skills, I thrive by continuously learning and remaining flexible

- Software - MS Office (advanced Excel and Access), PowerBI, PowerApps
- Research and analysis, reporting on financials and operational data
- Working knowledge of Office 365 environment / Azure

EDUCATION

Black Hills State University, Spearfish, SD   Graduated December 2013

Bachelor of Science in Business Administration
Specializing in Economics and Finance