

Elliot Szutz

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PROFESSIONAL EXPERIENCE

Experis (NYSE: MAN)

July 2017-Present

Microsoft Office 365 FastTrack CXP 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 am adept at continuously learning and remaining flexible when things change

- Software - MS Office (advanced Excel and Access), PowerBI, PowerApps
- Research and analysis, reporting on financials and operational data
- Working knowledge of Office 365, including Azure Active Directory, Exchange Online, Office, Skype for Business, etc

EDUCATION

Black Hills State University, Spearfish, SD

Graduated December 2013

Bachelor of Science in Business Administration
Specializing in Economics and Finance