

David Ardila

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Education

Suffolk University, Boston MA
BS Business Administration, Major in Accounting

Aug 09 - May 2014
Cumulative GPA 3.5
Dean's List, Griffin Honors Society

Work Experience

Applied Medical, Global Education Content Developer *Jan 16-Present*

- Implements mixed media training that is deployed to +5,000 employees world wide.
- Follows the ADDIE model to analyze the best possible training outcomes, designs and develops course work to meet those goals, and evaluates course implementation.
- Expertise in being the department analyst who creates dashboards of user surveys. User surveys are a mix of qualitative and quantitative data. Experience filtering large data sets to identify trends.
- Creates training through job aids, videos, online courses, and testing.
- Trainer for laparoscopic and open Cholecystectomy tissue labs for new team members.
- Work collaboratively in teams to design, develop, and deliver ongoing instruction for class room and ongoing courses.
- Certificate of completion for the Applied Medical Field Implementation training program.
- Tech Savvy and a fast learner with all program software (Excel, SAP, BI, CRM, Adobe Suite, etc).
- Understanding of the following computer languages: C#, VBA, HTML5, SQL.

Applied Medical, Sales Operations Associate *Sept 15-Present*

- Exported large data, filtered the data into dashboards, and assisted in making thought out decisions.
- Go to administrator for all pricing questions. Hard worker who communicated pricing to external third parties (Distributors, Group Purchasing Organizations, Integrated Hospital Networks).
- Worked with sales force to process contract request and implement Applied Medical's best value pricing.
- Created interactive forms and excel macro's (VBA) to automate and improve department responsibilities.
- Organized and built archive of pricing activation data.
- Reviewed and analyzed price changes to assure quality work was completed within contractual deadlines.
- Communicated issues and areas for opportunities in meetings and one on ones.
- Department trainer for new employee's and interns. Created department training for future team members.

William L. Knoke Inc., Customer Experience Assistant *Jan 14 - Sept 15*

- Implemented new software to automate account receivable payments and allow clients to pay online.
- Planned and managed accounting and taxation project workflow. Organized and documented client information to stay within in compliance of the IRS. Very personable with all customers.
- Developed dashboards of accounts receivables to identify doubtful accounts.
- Generated financial reports as an assistant in-house accountant under the supervision a senior accountant. Consolidated financial information, designing budgets, and input data.

Riverwalk Medical & Wellness, Seasonal Assistant *Jun 10 - Aug 13*

- Organized electronic records for patients and built medical archive.
- Drafted executive summary, entered QuickBooks and submitted insurance billing.
- Created and analyzed the yearly profit and loss report.
- Self-Learner who always asks "How can we do this better?"