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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Karen Shumate** (502) 264-1270 (Cell) github.com/karenshumate/Sunrise-Art-Gallery  Linkedin.com/karenshumate [kshumate@bellsouth.net](mailto:kshumate@bellsouth.net)  https://karenshumate.github.io/img/my-picture.jpg    **Summary**  **Languages:** HTML, CSS, Java Script,  **Operating Systems:** Windows,  **Databases:** Oracle  **Non-Technical:** Writing, Communication, Time Management Problem Solving, Accountancy, Assets Recovery,  Attention to Detail, Benefits Administration, Budgeting, Computer Associates Packages,  Contract Management, Reimbursement, Financial, Financial Analysis, Human Resources, Inventory  Management, Microsoft Excel, Payroll Processing, Peoplesoft, Purchasing, Research, Spreadsheets,  Supervisory Skills, Technical Support.   |  |  | | --- | --- | | **Education**  **Code Louisville**  Front-End Web Development (HTML, CSS, JavaScript) 2018  **Strayer University, Louisville, KY** 2012  **Acquisition & Contract Management** | | | |  | | --- | | **Bellarmine University, Louisville, KY**  2007 | | **Accounting** | | | |  | | | **Professional Development**   * Certificate in Accounting I & II * Certificate in Medical Assistant * Crystal Reporting (Lynda.com) completed 5/03/17 * SharePoint 2013 Ess Training (Lynda.com) completed 2/27/17 * Managing & Analyzing Data 2016 (Lynda.com) completed 2/27/17 * SPSS Statistics Essential Training (Lynda.com) completed 5/05/17 | | | **Projects**  **Sunrise-Art-Gallery** (<https://karenshumate.github.io/Sunrise-Art-Gallery/>)  My site is showcasing an Art Gallery of a 11 year old who took art classes with Louisville  Visual Arts. The technical design uses hover, lightbox and a transform scale on images.  **Electricians Website** (<https://karenshumate.github.io/Electricians-Website/>)  Electricians Website page provides sample of my ability. The page was constructed  Using Bootstrap framework, HTML, CSS & JavaScript.  **My Portfolio** (<https://karenshumate.github.io/>)  My portfolio page provides sample of my work and has a contact form. The page was constructed  Using Bootstrap framework, HTML, CSS & JavaScript. The site includes links to Projects, Treehouse  Accomplishments and a contact form. | | |  | | |  |  | |  | | |  | | | **Karen Shumate** (502) 264-1270 (Cell) github.com/karenshumate/Sunrise-Art-Gallery  Linkedin.com/karenshumate kshumate@bellsouth.net    **Experience**   |  |  | | --- | --- | | Louisville Metro Government, Louisville, KY | Aug. 2011 to Present | | **Grants Accountant I Reimbursement Coordinator** | | | * Provides technical assistance regarding Grant Expenditures * Reviews and processes Federal and State Grant Reimbursements * Technological improvements to increase efficiency of the Electronic Verification Process. | | |  | | |  |  | | KentuckianaWorks/ Louisville Metro Government, Louisville, KY July 2008 to Aug. 2011 | | July 2008 to Aug. 2011 | | **Business Specialist**   * Processed Payroll for 755 Youth; paid. $1.8 million * 2010-2011 fiscal year: vouchers were processed for a Federal Grant Program in the amount   of $15 million.   * Worked with a third-party employer * Supervised and reviewed the New-Hire paperwork for **several hundred** participants employed * Calculate payable hours and maintain an Excel file of all wages paid by week by participant by   employer by contractors.   * Research Human Relation status & Compliance * Conduct training to Temporary Employees * Compare invoices to purchase orders; process invoices for payment * Reconcile bank accounts & Analyze budget, conduct financial analysis on programs * Human Resources system (PeopleSoft) & Financial system (Oracle, Leap)   Spectracare, Inc, Louisville, KY Aug. 2000 to July 2004  **Account Receivable Medicare Billing Specialist**   * Analyze all claims denied by Medicare and reconcile the problems to ensure payment * Interpret Medicare expenditure rules and regulations as they apply to each claim * Review explanation of benefits submitted by Medicare & post revenue on an automated system * Identify problems or inconsistencies on claims & enter updates on an automated system to   reconcile the errors. | | |  | | |  | | Aug. 2000 to July 2004 | |  | |  | |  | |  | | | |  |  | |  | | |  | | |  | | |  |  | |  | | |  | | |  | | |  |
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