

# Michael Rice

Financial Data & Reporting Analyst

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- 📍 Ephrata, PA
- 🐙 <https://github.com/mdr5002/Portfolio>
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## Education

### MBA -Penn State University

- Business Administration
- 📅 Sep 2011 – Dec 2012
- 📍 Harrisburg, PA

### B.S. Finance Penn State University

- 📅 July 2004 – May 2008
- 📍 State College, PA

## Skills

- Microsoft Excel
- Power BI
- Power Query
- Form/App Development
- QuickBooks
- Database Design

### Familiar with:

- Microsoft Access
- SQL
- Python
- Google Cloud
- Tableau
- Jupyter Notebooks

## Summary

Insight-driven analyst with over 10 years of experience blending financial expertise with data analytics. Proven track record in streamlining reporting processes, automating workflows, and delivering business-critical insights using tools like Power BI and Excel. Passionate about leveraging data to drive operational efficiency and strategic decision-making.

- Strong expertise in Excel, Power BI, and Power Query
- Working knowledge of Python, SQL, Jupyter Notebooks, and DAX
- Adept in financial forecasting, reporting automation, and KPI tracking

## Work Experience

### Business Analyst

Kalas Manufacturing Inc.

- 📅 October 2023 - October 2024      📍 Denver, PA

- Tracked daily/monthly COMEX copper prices to support part valuation
- Automated monthly pricing and invoice generation for 300+ customers
- Generated monthly copper consumption reports and forecasting analysis
- Developed Power BI data models for visual reporting
- Cleaned and transformed data using Power Query for BI integration
- Streamlined email-based distribution of reports and price lists

### Senior Accountant

S&H Express Inc

- 📅 August 2022 - April 2023      📍 York, PA

- Led AR aging analysis, boosting collections and balance accuracy
- Automated financial reports using Power BI and Power Query
- Executed bank reconciliations and journal entries for month-end close
- Mapped and tracked KPIs to enable data-driven decision-making
- Identified and implemented accounting process improvements

### Junior Accountant

Royer's Flowers

- 📅 August 2020 - August 2022      📍 Lebanon, PA

- Streamlined daily sales/labor reporting for improved visibility
- Consolidated data across locations to produce corporate-level forecasts
- Enhanced inventory tracking and reporting systems
- Managed AR and weekly payroll for field teams
- Supported budgeting and monthly financial reporting cycles

## Additional Work Experience

|                             |                             |
|-----------------------------|-----------------------------|
| Accounting Coordinator      | Flagger Force               |
| 📅 Nov 2018 - June 2020      | 📍 Hummelstown, PA           |
| Financial Analyst           | Public Utilities Commission |
| 📅 January 2013 - May 2017   | 📍 Harrisburg, PA            |
| Internal Audits Intern      | Capital Blue Cross          |
| 📅 September 2012 - Dec 2012 | 📍 Harrisburg, PA            |
| Service Center Consultant   | Delaware Investments        |
| 📅 August 2008 - July 2011   | 📍 Philadelphia, PA          |