

Micaela Feliciano

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Technical Skills

R/RStudio: Quantitative & statistical methods, data/text mining, machine learning, data visualization and munging

MS Excel: Pivot tables, VLOOKUP, SUMIF/COUNTIF, INDEX/MATCH, XLSTAT, formulas & design

Python/Spyder/Jupyter

Notebook: Pandas, NumPy, NLTK, Sklearn, Matplotlib, Plot.ly

MS Power BI & Tableau: Data integration, cleaning, insight reporting, dashboard design

MS SQL Server, Access, Visual Studio: Scripting, relational database design & creation, data warehousing using ETL

Education

Syracuse University 6/2021

Master of Science, Applied Data Science

Hofstra University 2007

Bachelor of Science, Music,
Concentration in Merchandising
*Academic Honors Scholarship,
Dean's List, Golden Key National
Honor Society*

Experience

Accounts Payable Specialist – IATSE Training Trust Fund – Burbank, CA

2019 / Present

- ❖ Report weekly, monthly, and yearly expense metrics and trends using MS Power BI
- ❖ Manage full AP cycle, ensuring invoices/expense reports disbursements are accurate while securing Trustee, Executive, and Controller approvals in accordance with the payable policies and procedures
- ❖ Reconcile credit card statements and verify company spending receipts for up to 19 employees
- ❖ Monitor, analyze, and resolve vendor accounts; maintain schedule for recurring expenses
- ❖ Facilitate client banking information for payments
- ❖ Actively maintain clean financial records to aid in month-end and audit procedures

Accounts Payable Coordinator – Live Nation Entertainment – Los Angeles, CA

2017 / 2019

- ❖ Managed all AP processing tasks including securing signature of authority for payments, allocating to proper cost companies, delegating, filing, and entering invoices into Oracle and Captiva/Inspyrus
- ❖ Analyzed and approved travel and entertainment expense reports for up to 150 employees using Concur and Oracle discoverer
- ❖ Generated and analyzed AP Trial Balance reports for items over 60 days aging
- ❖ Downloaded, reconciled, and distributed Amex credit card statements for operational field, up to 15 cardholders
- ❖ Composed journal entries to clear Purchase card expenses for up to eight cost centers
- ❖ Obtained bank transactions for up to four accounts and recorded incoming wires and checks
- ❖ Entered manual checks and outgoing wires into Oracle, cleared outgoing payments in Oracle
- ❖ Setup new vendors in compliance with Corporate and Tax guidelines
- ❖ Generated intercompany journal entries for item adjustments

Accounts Payable Clerk – Live Nation/Ticketmaster – Los Angeles, CA

2016 / 2017

- ❖ Analyzed, verified, and coded invoices and check requests for up to six cost centers
- ❖ Researched and resolved invoice discrepancies and issues
- ❖ Corresponded with vendors and responded to inquiries; maintained vendor files
- ❖ Submitted monthly accrual reports and aided with month end closing
- ❖ Maintained records to provide supporting documentation for audit compliance

Cash Application Specialist – Live Nation Entertainment – Los Angeles, CA

2015 / 2016

- ❖ Analyzed Oracle Discoverer reports for invoice discrepancies
- ❖ Created daily unapplied payment reports, verified and distributed to corresponding departments
- ❖ Recorded one-off and season refunds, maintained and distributed refund write-off log

Staff Accountant - Global Access Entertainment – Los Angeles, CA

2014 / 2015

- ❖ Managed Accounts Receivable: processed credit card payments, prepared check deposits, received wires, conducted collections on overdue invoices and responded to billing inquiries
- ❖ Prepared monthly bank account and credit card reconciliations
- ❖ Processed client invoices, refunds, and credit memos for multiple departments
- ❖ Remitted payment to vendors via City National Bank wires and manual checks
- ❖ Reviewed weekly cash flow to prepare payables