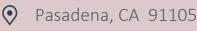
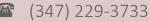
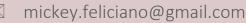
Micaela Feliciano

mickeyfeliciano.github.io







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