

Paula M. Carnes
Saint Peters, Mo 63376
(702) 413-4740
Paulamarcia30@gmail.com | LinkedIn | Github

Summary:

Experienced in core finance and accounting principles with the ability to communicate effectively to both financial and non-financial audiences. Looking to expand my horizons and delve into a rewarding career in the Technology field. Trained in Python, C# and SQL. HIPPA and Sarbanes-Oxley compliant.

Technical Experience:

Programming/Languages/Applications- C#, .NET, ASP.NET, Python, PHP, MySQL, Visual, HTML, SQL Server, MS Access, MS Visio

Work Experience:

Express Scripts Pharmacy Benefit Manager 10/2011 - Present
St. Louis, MO 63134

Financial Analysis Support Specialist

Responsibilities include managing billing and collections accounts, financial reporting and analysis, uploading mass adjustments and overseeing the accounts receivable escalations email inbox.

Accomplishments:

- Assisted with implementing quality assurance standards**
- Documented workflow processes and designed mapping using Visio**

Aflac Supplemental Insurance 12/2007 - 03/2011
Columbus, GA 31999

Accounting Specialist I and II

Tasks such as reconciling invoices from Fortune 500 corporations and preparing month-end reporting. Created and manipulated data for client payroll offices utilizing my extensive knowledge of Excel.

Accomplishments:

- Created and maintained data tracking spreadsheet for reporting payroll deductions**
- Developed streamlined procedures to help with efficiency and eliminate redundancy**

Education:

LaunchCode
St. Louis, Mo 2017

LaunchCode Computer Programming Course (LC101)
Certificate of Completion

Saint Charles Community College
St. Charles, Mo 2017

Certificate in Data Analysis (LERN)

Columbus Technical College
Columbus, Ga 2008

Certified Life and Health Insurance Certificate

Missouri State University
Springfield, MO 1997

General Education
Marketing