Paula M. Carnes

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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 includemanaging 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 12/10/2007-03/2011**

**Columbus, GA 31999**

***Accounting Specialist I and II***

Tasks such as reconciling invoices from Fortune 500 corporations and preparing month-endreporting**.** Created and manipulated data for client payroll offices utilizing my extensive knowledge ofExcel.

**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**