

Rama Santayana

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SUMMARY

Searching for an entry-level opportunity, allowing for growth and transition into the Coaching field.

- Passionate about working through and problem-solving people-related issues.
- A fast learner who is highly organized and is a clear communicator.
- Thrives on deadlines, is detail oriented, and operates with urgency and purpose.

EDUCATION & CERTIFICATIONS

UCONN School of Business, Stamford, CT

January 2018 – Present

Masters of Business Administration

Specialization: Healthcare Management

Baruch College, Continuing and Professional Studies, New York, NY

January 2016 – August 2016

Certificate: Human Resources Fundamentals

Baruch College/CUNY, Zicklin School of Business, New York, NY

August 2009 - September 2013

Bachelor of Business Administration

Major: Finance; **Minor:** Psychology

EXPERIENCE

GFP Real Estate, New York, NY

November 2013 - Present

Accounts Payable Processor

- Works in conjunction with Payroll and HRIS manager to post weekly online payments, such as 32BJ 401(k), Benefit Contributions, Union Dues, and COPE.
- Assists HR manager in ensuring accuracy of data calculations regarding 32BJ 401(k) and Benefit Contribution transactions prior to posting.
- Builds effective working relationships with Payroll and HRIS manager, property managers & vendors while collaborating to resolve a wide range of issues related to payment status and data discrepancies.
- Maintains confidentiality in employee information and data.
- Transfers and properly allocates property funds from 12 building bank accounts to the corporate payroll account on a weekly basis.
- Processes more than 1200 invoices each month consistently, encompassing 16 discrete commercial real estate properties.
- Archives paid invoices online in support of year-end audits, ensuring comprehensive accuracy across all invoices.
- Key player in year-end audits, working closely with auditors and providing essential data and documentation as requested.
- Collaborates closely with property controllers to schedule and appropriately address invoices and bills by organizing a schedule of monthly payments, as well as processing checks for a portfolio of over twenty buildings.
- Communicates with landlords regarding invoice approval; with property managers on scheduled installment payments of capital improvement plans; and with senior property managers to ensure that all invoices have accurate data, appropriate documentation, lien waivers, and approvals for payment.
- Assists property controller in reconciling monthly Bank Reconciliations for all properties.
- Works as a key accounts payable contact/liaison to ensure that invoices and bills are paid accordingly by communicating with and managing expectations of property managers, building general managers, project managers, administrative assistants, and vendors.

Beyer Blinder Belle Architects & Planners LLP, New York, NY

August 2010 - December 2011

Accounting Intern

- Organized 401(k) files to cultivate orderly work environment.
- Reorganized and maintained Deltek Vision enterprise resource planning (ERP) database of employees.
- Updated all areas of AR/AP and disbursements ledgers as requested on an ongoing basis in daily operations.

REFERENCES AVAILABLE UPON REQUEST