

# Rodolfo Ramos

209 BEETHOVEN AVENUE | LEXINGTON, NC | (336) 470-5057 |

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## QUALIFICATIONS & SKILLS

- Bilingual -Fluent in English & Spanish, ability to read, write, speak, interpret both languages
- Easy to work with, cooperative and supportive team member; works well independently or in groups
- Able to accurately establish priorities and adapt to quickly changing needs of an organization
- Strong ability to quickly master new software and apply its full range of capabilities while handling multiple different tasks.
- Experience with the following systems: Oracle, CTMS, Excel, Quick Books, Microsoft Office Suite, Appian, MySQL, Android Studio, Java.

## EDUCATION

### **Catawba College,**

*BS Business Administration*

Concentration: Accounting

Minor: Information Systems

3.5/4.0 GPA in major

**Salisbury NC**

*Graduated in May 2019*

## WORK EXPERIENCE

### **Syneos Health LLC**

*IMS Specialist (Payment Specialist)*

**Morrisville, NC**

*May 2019 – Current*

- Analyze and interpret the payment terms and conditions of fully executed site clinical trial agreement (CTA).
- Ensured accuracy of contract budget & clinical trial management system (CTMS) template alignment.
- Possess strong communication skills and be an effective team player.
- Engage project team with the quality control of the cost structure created within CTMS.
- Serve as subject matter expert for department and project teams concerning contract interpretation and development of payment strategy.
- Ensure acquisition and completeness of tax related documentation.
- Worked with enterprise financial and project systems (Oracle, Teamshare, Appian, Project Point) and having the ability to multi-task on several projects.
- Create and review financial reports for clinical trials.
- Process the monthly and quarterly payments of autogenerated visits and vendor invoices to PI sites in NA, LATAM, and ROW.

### **Llanes Framing LLC.**

*Accounting Finance & HR Internship*

**Lexington, NC**

*Oct 2018 – Dec 2018*

- Recorded basic bookkeeping entries with my supervisor. Particularly working with accounts payable and receivable accounts.
- Entered data for every sale and purchase of inventory in Excel to maintain appropriate records
- Reviewed and documented invoices and checks to reconcile recorded data entries
- Processed payroll and invoice payments to employees and vendors using QuickBooks.
- Communicated with employees and answered questions regarding insurance, pay, and general benefits

## HONORS & ADDITIONAL SKILLS

- Catawba College Deans List
- Catawba College Presidential Scholar
- Business & Communications Honors Society