

# Allen Coleman

Houston, TX 77057

[allencoleman4\\_zjg@indeedemail.com](mailto:allencoleman4_zjg@indeedemail.com)

(409) 381-9990

#readytowork

Willing to relocate to: Los Angeles, CA - Burbank, CA - Santa Monica, CA

## Work Experience

---

### **Business Development**

SUNNOVA ENERGY

2017 to 2020

IT Accounts Payable/IT Audit (2017-2020)

- Complete payments and control expenses by receiving, processing, verifying, and reconciling invoices.
- Calculate, post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other clerical support necessary to pay the obligations of the organization.
- Monitor and approve IT Audit cases via Salesforce CRM to support the demand of the business development releases.
- Assist in the monthly closings by ensuring that all operations and processes are completed in accordance with the closing calendar.
- Charge/allocate expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries.
- Review invoices and requisitions for satisfactory payment approval by the CIO and accounting.
- Assemble invoices to be completed for payment on a weekly basis.
- Reconcile processed work by verifying entries and comparing system reports to balances.
- Ensure credit is received for outstanding memos as well as correspond with accounts payable.
- Handle all aspects of CIO's P-card transactions and expenses for the IT department.
- Attention to detail coupled with strong organizational skills ensuring a streamlined and efficient payment process.
- Handle purchasing of IT equipment for the department.
- Oversee the processing of IT employee expense reports and overall Accounts Payable functions to ensure compliance with company policies and procedures.

### **IT Accounts payable/IT Audit**

SUNNOVA ENERGY - Houston, TX

2014 to 2020

### **FOH/VIP & Vendor Manager**

FASHION X, Austin, Houston - Dallas, TX

2017 to 2019

contract)

- Oversee all FOH operational aspects to maintain the integrity, experience, appearance and the training of quality volunteer staff to ensure excellent client relations.
- Own all aspects of FOH volunteers/VIP & Vendor duties and logistics for the team.
- Create all FOH Team Roles and Rules/Expectations documents.
- Interview FOH Volunteers and create effective team building opportunities.
- In charge of the creation and management of the logistical timeline and any other necessary documents.  
(venue layout, etc.)
- Train and oversee FOH volunteer staff, outlining duties, house rules, and service expectations, including tickets, distributing surveys, greeting audiences, and properly addressing audience conflict or misconduct.
- Manage all VIP arrivals and personally escort them to the proper location.

## **Software Quality Assurance Analyst/Release Engineer**

SUNNOVA ENERGY

2016 to 2017

Own all aspects of the quality assurance process for Sunnova's enterprise software.

- Communicate all key release milestones, requirements and changes to the organization
- Manage risk and mitigate issues that could affect release reliability and stability
- Support automation testing as well as web automated testing in collaboration with the Salesforce teams.
- Salesforce application testing and work collaboratively with internal team of Salesforce Administrators and Developers.
- Serve as a test automation expert, ensuring there are no major defects in any release products
- Support the development team to make sure test cases align properly.
- Assist in the development and maintenance of documentation (release notes, user guides).
- Gather, track, and monitor all the tools (Bamboo, Snapshot, Cascade, etc.) that are required to develop and push builds through environments.
- Work with Engineering, Developers, Admins, Operations, Quality Assurance and Project Management teams to define and execute projects that implement build, release and deployment.

## **Customer Support/Relations Speciality 1**

SUNNOVA ENERGY

2014 to 2016

- Support and instruct partners and clientele on contractual agreements and validations.
- Collect and confirm billing/EFT info.
- Create and confirm Sunnova client accounts.
- Provide a seamless and solution rendering experience to all clientele and the entire Sunnova staff.
- Providing excellent service to our sales partners and clients.

## **Sales Representative/Cientele Operations**

SUPPORT CHOICE - Houston, TX

2013 to 2014

Assist clientele in running detailed operations and diagnosis acquiring technological situations and discoveries on their integrated systems and business.

- Generate revenue/new business as well as deliver detailed solutions on corporate level expectations.
- Support Development of new and emerging technologies.

- Develop and implement disaster recovery plans.

### **Event Management Specialist**

SIGNATURE INC MARKETING - Houston, TX

2013 to 2013

- Impact sales results by developing, supporting and executing field marketing.
- Advised clients on new ideas to generate revenue for various clientele.
- Worked with appropriate clients to support campaigns.
- Drove revenue and sales by advertising for clientele.

### **Sea Grant, Texas A&M University Intern**

SEA GRANT, Beaumont - Port Arthur, TX

2012 to 2012

- Worked on ships in correlation with Texas A&M research center.
- Instructed students on electronic equipment.
- Worked at Camp Sea Port.
- Regulated boats and systems with the U.S. Coast Guard.
- Regulated shrimping vessels in collaboration with Marine biologists.

### **Economic & Business Development Intern**

AGRI LIFE ECONOMIC & BUSINESS DEVELOPMENT OFFICE, Beaumont - Port Arthur, TX

2012 to 2012

- Set clients up with business plan models and 501C3 documents.
- Assisted in preparations for planned events.
- Provided knowledge-based customer service, and instructional clinics.

## Education

---

### **Bachelor's degree in Agri Service and Development/Industry**

TARLETON STATE UNIVERSITY - Stephenville, TX

May 2012

## Skills

---

- Jira
- Agile
- Test Cases

## Links

---

<http://www.linkedin.com/in/allen-coleman>