**CAREER OBJECTIVE:**

Desire a position in a business field with special interest in the area of information technology and finance.

**EDUCATION:**

**Stephen T. Badin High School Graduated: June 2010**

Hamilton, Ohio

**Bachelor of Business Administration Graduated: May 2014**

Ohio University – Athens, Ohio

**Major: MIS Major/ Finance Major**

**EXPERIENCE:**

**Socius1, LLC,** *NetSuite Consultant*Cincinnati, Ohio**June 2015 - Present**

* Assist prospective companies in their NetSuite technology assessment by obtaining information about their business strategies, processes, desired outcomes and critical success factors and evaluate technology tools to enable them to carry out their objectives
* Perform mentoring and/or coaching to team members and share knowledge amongst all team members
* Communicate with technical services team to ensure a project’s technical requirements are met
* Use internal systems and processes to maintain client relations and business operations
* Perform ongoing support services to existing clients via email/phone support and on-site visits

*Associate Consultant/Project Coordinator/User Acceptance Tester* **June 2014 - June 2015**

* Focusing on successful delivery and implementation of NetSuite with the goal of growing the practice and driving client satisfaction.
* Developed customizations using JavaScript to help extend NetSuite for our clients’ business processes
* Perform on-site consulting services for implementation projects in the areas of documentation, basic configuration and testing, and issue tracking
* Achieved NetSuite SuiteFoundation Certification within six months of being hired
* Develop appropriate peer-level relationships with clients, representing the company via informal client contact
* Assisted in managing client’s projects as well as delivering and performing User Acceptance Testing sessions

**Gilkey Window Company,** *Internship***Summer 2013**   
Cincinnati, Ohio  
*Accounting, IT Assistant*

* Data Entry into Microsoft Dynamics GP software
* Processed Work & Sales Orders through system. Closed sales payments & categorized bills
* Assisted with Gilkey Rewards Program

*Factory, Warehouse, Customer Service*

* Ordered & moved glass through system & factory
* Inventory Control
* Assisted with day-to-day customer service

**IT SKILLS:**

**Certifications:** NetSuite SuiteFoundation Certified

**Applications:** NetSuite ERP/CRM, Microsoft Dynamics GP, Microsoft 365/Office Suite, PowerBI

**Databases:** Microsoft Access, Microsoft SQL Server

**Languages:** JavaScript, C#, ASP.NET, HTML