

**EXPERIENCE:** **Temporary New Business Tech** (October 2020 – Present)

*Guarantee Trust Life Insurance – Glenview, IL*

- Reviewing and entering over 60 new hospital insurance policy applications a day from agents around the country during open enrollment.
- Communicating with policy underwriters and agents to eliminate application discrepancies and ensure state compliance.

**Temporary Financial Administrator** (March 2020 – October 2020)

*Northwestern University – Feinberg School of Medicine – Chicago, IL*

- Set up and maintained subcontracts on research projects to ensure subcontractors were paid on time from the grant funded projects they contributed to.
- Approved, tracked and reconciled payments of research subject participants.
- Placed and tracked a weekly average of 20 supply orders for various labs through internal systems and via purchase orders.

**Web Developer Apprentice** (May 2019 – October 2019)

*Accenture Interactive – Chicago, IL*

- Provided technical recommendations and development on client projects as part of a cross-functional consulting team.
- Facilitated meetings with designers and mobile developers to define data requirements.
- Presented on emerging web technologies as part of a monthly series of tech talks.

**Financial Coordinator** (July 2017 – May 2019)

*Northwestern University – Kellogg School of Management – Evanston, IL*

- Managed dozens of accounts totaling over \$1 million while improving the accuracy, documentation, and turn-around on all financial processes in the academic marketing department.
- Automated monthly reporting of operations and research accounts.
- Developed and documented hiring best practices for part-time roles.

**Accounts Payable/Contract Administrator** (May 2016 – July 2017)

*Hanna Design Group – Schaumburg, IL*

- Maintained accounting records on architectural and construction projects across the country.
- Utilized Sage project accounting software to enter POs, COs, and set up new vendors.
- Coordinated the payment of 50 invoices a week for project and office expenses.
- Safeguarded legal and regulatory compliance on contractual terms with outside vendors.

**Bookkeeper/Tax Preparer** (October 2016 – April 2017)

*Neil Zimmerman & Associates – Schaumburg, IL*

- Performed monthly bank reconciliations for small business clients.
- Prepared state and federal income taxes for individuals and small businesses.

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**EDUCATION:** **Northwestern Coding Bootcamp**

(March 2018 – Sep 2018)

- Collaborated with classmates to develop and deploy original MERN stack web applications.

**Northeastern Illinois University – B.A. in Special Education**

(Aug 2006 – May 2010)

- Demonstrated effective pedagogical approaches to fostering educational, emotional, and interpersonal development in students with special needs.