

## Professional Experience

### Apelles, LLC

Financial Analyst – Manager of Operational Strategy and Analysis

Westerville, Ohio  
September 2016 to Present

#### Financial Analyst (2016 – 2019):

- Created and maintained all financial reporting including Profit/Loss Statement, Balance Sheet, Budget etc.
- Tracked and managed all Accounts Payable and Accounts Receivable
- Managed and ran all payroll via ADP
- Automated 90% of external reporting to save over 1,000 hours a year in employee labor as well as cut down on manual errors that occurred with the former process
- Created an internal employee tracking application in order to monitor efficiency as well as metrics that contribute to the success of both the employee and the company
- Send ACH's/Wire's and bank transfers to manage the flow of money between accounts and clients'

#### Manager of Operational Strategy and Analysis (2019-Present):

- All the roles of the Financial Analyst still apply to my current position as well as the ones that follow
- Created, automated, and deployed various reporting tools that run in the background on a remote desktop to assess and streamline employee success
- Leverage technical skills across all the platforms that Apelles utilizes to create customized and automated reporting based on internal and external needs
- Follow-up on reported data to ensure it is being understood and used to improve performance
- Interact with employees to develop plans and automate unnecessary tasks that they may be performing manually
- Identify issues and implement streamlined solutions.
- Identify areas for improvement and implement strategic processes to take advantage.
- Critical thinking leading to meaningful decision-making.
- Highly Independent worker that produces results with minimal need for managing

## Skills

<ul style="list-style-type: none"><li>• VBA</li><li>• Batch</li></ul>	<ul style="list-style-type: none"><li>• HTML</li><li>• CSS</li></ul>	<ul style="list-style-type: none"><li>• Bootstrap</li><li>• JQuery</li></ul>
<ul style="list-style-type: none"><li>• Vanilla JavaScript</li></ul>	<ul style="list-style-type: none"><li>• Heroku</li></ul>	<ul style="list-style-type: none"><li>• MySQL</li></ul>
<ul style="list-style-type: none"><li>• Sequelize</li></ul>	<ul style="list-style-type: none"><li>• Handlebars</li></ul>	<ul style="list-style-type: none"><li>• Express</li></ul>

## Education/Certifications

### OSU Coding Bootcamp

Full stack web development program – January 2020 to July 2020

### University of Dayton

Bachelor's in Business Administration – specializing in Finance

Dayton, Ohio  
August 2013 to May 2016

- Graduated Magna Cum Laude in 3 years
- Chosen to join Dayton's most selective business center through a highly competitive interviewing process. The Davis Center includes 50 undergraduates who managed an \$18 million student investment fund through a top-down and bottom-up research approach
- Member of the University of Dayton football team