

SHANNON T. KEARNEY
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WORK EXPERIENCE

Hotel Engine
Denver, CO

May 2020 - Current

Reconciliation Specialist

- Reconcile company's internal data with data provided by clients
- Create excel reports to support the Accounts Payable department
- Analyze company data to report on KPIs

Bluebird Botanicals
Louisville, CO

November 2017 - September 2019

Staff Accountant

- Responsible for accounts receivable and accounts payable
- Managed company bank account balances to ensure the timely payment of bills
- Compiled monthly accounts payable and accounts receivable reports
- Assisted CFO with monthly financial reporting by analyzing financial statements
- Calculated broker commissions and compiled sales reports
- Developed strong time management skills in a high-stress environment

Accounts Receivable Specialist

- Processed incoming payments and prepared bank deposits
- Maintained the accounts receivable ledger in Google Sheets
- Established relationships with customers to ensure the collection of funds owed
- Responsible for communicating accounts receivable information throughout departments

EDUCATION

University of Denver

September 2020

- Full-stack web development

The University of Colorado Boulder

May 2017

- GPA: 3.6
- Major: Economics
- Minor: Mathematics

CERTIFICATES

General Assembly

November 2018

- Data Analytics

NYU Stern School of Business

January 2018

- Online professional certificate in Advanced Valuation

SKILLS

- HTML, CSS, JavaScript, jQuery, node.js
- GitHub
- Data Analytics: Tableau and SQL
- Proficient in latest Microsoft Suite (Excel, Word, PowerPoint)
- Proficient in latest Google Suite