

# Scott Hutson

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## SUMMARY OF QUALIFICATIONS

Strong Networking Skills

Interpersonal Communication Skills

Bootstrap & Font Awesome

HTML, HTML5 & CSS

React.js, Redux & JavaScript

Craft CMS

## PROFESSIONAL EXPERIENCE

### Freelance Experience

BeliefMap.org

2020 to Present

#### **Frontend Developer**

- Assist with website data entry, correct any coding errors on live site. Site is run through Craft CMS, looking to help with CSS design and SEO improvements over time.

### Recruiting Experience

Recruiter – *Laid off due to COVID-19*

2019 to 2020

*CyberCoders & Sage Search Partners*

- Daily research new business development leads and open positions in IT, Accounting, Construction industries.
- Weekly Source & Prescreen for Top Talent candidates all over the DFW metroplex.

### Accounting Experience - 8 years

Lehigh Hanson, Inc.

2017 to 2019

#### **Sr. Accounts Payable Associate**

- Process invoices in accordance to specified regional requirements for Materials and Aggregates using JDE & SAP
- Processed invoices in accordance to specified regional requirements for Materials and Aggregates
- Utilized purchase orders and invoices using general ledger coding
- Processed freight and raw material invoices with over 100 to 200 lines with various quantities and materials
- Software Proficiency with both JDE and SAP

BASS Enterprises

2011 to 2017

#### **Sr. Accounts Payable Associate**

- Processed invoices in accordance to specified Enterprise and Approval Manager in a variety of industries such as Oil and Gas, Property, Real Estate, Hospitality, Utilities & Personal Accounts
- Processed expense reports for multiple enterprises assuring proper documentation and approval
- Oversaw all credit card reference documentation and accuracy
- Process all credit card applications for multiple Enterprises and Companies
- Run bi-weekly report in AS400 for erroneous dates and holds

## EDUCATION

Arizona State University – Bachelor of Arts in Liberal Studies with Minor in Philosophy – 2019

## SOFTWARE

React.js, Bootstrap, JavaScript, Craft CMS, CSS, HTML, SAP, AS400, JD Edwards, Microsoft Office