

**Alanna Covington**

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202.640.1276

# Core Competencies:

* Accounts payable/receivable management
* Project financial tracking and reporting

# Work Experience:

**Paradyme Management, Inc. August 2008 - Present**

**Program Administrator** April 2010 - Present

**Key Work Experience:**

* Oversaw and administered financial aspects of $6.5M in project initiatives. Duties included creating, submitting and tracking status of invoices for 14 state government information technology (IT) projects and three federal government projects.
* Managed financial databases within accounts receivable and accounts payable. Accounts receivable duties include invoicing services, recording pertinent data, submitting invoices via email and online invoicing systems, following up with client and collecting payment. Accounts payable duties include tracking vendor invoices and payments, as well as coordinating payment with clients and contractors.
* Lead administrative contact for external network of contactors, businesses and government entities.
* Tracked project burn rate and analyzed budget projections versus actual expenditures.
* Created and analyzed financial reports, e.g. cash flow reports, quarterly and yearly projections.
* Assisted in gathering information for and writing resource/project proposals.
* Managed HR functions such as employee and contractor time-tracking, accruals, expenses, onboarding and terminations. Gathered requirements of changing company HR needs; lead and oversaw time-tracking system transitions.
* Coordinated internal recruiting program. Duties included conducting outreach initiatives, managing team deadlines, and maintaining candidate databases.

**Project Administrator** August 2008 - April 2010

Managed accounts receivable and accounts payable. Accounts receivable duties included invoicing services, recording pertinent data, submitting invoices via email and online invoicing systems, following up with client and collecting payment. Accounts payable duties include tracking vendor invoices and payments, as well as coordinating payment with clients and contractors

**Construction Manager May 2006 – August 2006**

**Project Lead**

Managed structural and cosmetic rehabilitation of a single-family dwelling. Duties included management of project budget, resource scheduling, and oversight of subcontractors and a team of four workers for the duration of the summer. Made regular progress-status reports to investor/owner.

**Claymont Society Summer 2004, 2005**

**Intern/Seminar Aid**

Supported logistic and organizational operations of seminar program. Duties included assisting planning and implementation for a wide array of seminars.

# Education:

**American University**, Washington, DC, *In Progress*

Master’s Program, Psychology

**Georgetown University,** Washington, DC, 2009

Bachelor of Arts in Psychology, Bachelor of Arts in French

# Skills:

**Languages** French, Spanish (functional)

**Computer skills** MS Office (Word, Excel, Powerpoint), MS Visio, Peoplefluent, Concur, SUS, TimeStar, SPSS, Online academic research databases