

Scott Moore

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Education

UNC Coding Bootcamp

Morrisville, NC

June 2019 - Present

DePaul University

Chicago, IL

Bachelor of Music, Clarinet Performance

Graduated with Highest Honor, June 2001

GPA: 3.95, Dean's List all quarters

Experience

2002 – Present

Blue Sky Music

Durham, NC

Owner, Music Instructor

- Developed successful business offering quality clarinet and saxophone instruction as well as instrument sales for area students.

2001 – 2002

MedTec, Inc.

Hillsborough, NC

Staff Accountant

- Responsible for performing all daily accounting functions: accounts receivable, accounts payable, inventory management, general ledger, financial reporting and analysis.
- Evaluated accounting software packages for a future upgrade.
- Analyzed trends in past financial records to create a company budget.
- Researched and collated information from multiple departments and records to generate and maintain a progress report and analysis for a multi-million dollar contract.

1999 – 2001

DePaul University

Chicago, IL

Community Music Division

Financial Bookkeeper

- Managed student accounts for program serving 700 students: registrations, invoicing, collections. Responsible for all financial aspects of the program generating \$750,000+ in annual revenue: accounts receivable, accounts payable, payroll, and fundraising.
- Trained and supervised two employees in accounting procedures.
- Revamped and managed the entire database controlling all office functions: student/family information, correspondence, accounting processes. Communicated with software programmer regarding changes and improvements to system.
- Resolved concerns and complaints among faculty and students.
- Performed general office duties as necessary: answering phones, filing, handling inquiries, mass mailings, etc.

Computer Skills

- Advanced use of Microsoft Word, Excel, Access and PowerPoint.
- Proficient with various accounting software including QuickBooks and Peachtree Accounting.
- Intermediate understanding of HTML, CSS and Javascript