

**Professional Accountant****Summary**

Ambitious accountant who possesses a strong knowledge base of various cost analysis statements dealing with internal revenue reports as well as Medicare and Medicaid cost reports. Proven ability to leverage technology to quickly analyze financial data. Skilled communicator that is capable of presenting written and verbal communications at all levels to both internal and external clients.

**Professional Experience****Saint Leo University, Dade City, Florida**

2010 to Present

**Financial Reporting Analyst**

Responsibilities include weekly revenue snapshot updates, preparation and analysis of monthly financial statements as well as other various reports.

- Successfully created user interface through excel workbook for monthly financial statements
- Prepare ongoing analysis and track accounts receivable trends

**BayCare Health Systems, Clearwater, Florida**

2008 to 2010

**Revenue Management Analyst**

Responsibilities include cost report preparation, month end accounts receivable contractual modeling, month end Medicare model, revenue analyses, and maintaining department journal entries.

- Resolve all technical reporting issues with access database used to upload general ledger into HFS Software.
- Successfully converted the Medicaid rate template from a manual process to protected automatic process.
- Prepare and present analysis of accounts receivable trends to department leaders as well as CFO's of all associated hospitals.
- Manage department's internship program and assigned interns.

2008

**Finance Tech III**

Responsibilities included cost report preparation, monthly close process, and further accounting functions.

- Completed account analysis reports for multiple healthcare entities to be used in completing Medicare and Medicaid cost reports. The health care entities consisted of home health agencies, mental health agencies, hospitals, home office, and related parties.
- Responsible for inter company journal entries.
- Managed reconciliation of cash and clearing accounts on a daily and monthly basis.

**Suncoast YMCA, Clearwater, Florida**

2005 to 2007

**Youth Specialist**

- Developed spreadsheet to track weekly and monthly fees to ensure accurate bookkeeping.
- Responsible for overseeing the collection of weekly fees for summer camp as well monthly fees for before and after school program.
- Supervised children during before and after school program as well as summer camps. Duties included facilitating activities and helping children with schoolwork.

**Velocity Computers, Palm Harbor, Florida**

2003 to 2004

**Store Manager**

Managed daily operations of Tampa Division including sales, marketing, and service repairs.

- Successfully managed sales team through proactive training, which resulted in increased profit margins.
- Responsible for inventory controls and tracking.
- Addressed all customer service concerns in a timely manner.
- Initiated a companywide incentive program to reward sales performance.

**Inventory Clerk**

2002 to 2003

Responsible for ordering, receiving, tagging, and delivering inventory needed to various stores while maintaining responsibility for RMA process associated with manufacturing needs.

- Successfully implemented the new inventory module in the pos software, which in turn produced improved inventory controls.
- Designed and implemented the company's RMA tracking procedures.

## **Technical Skills**

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Microsoft Access

HFS Software

Chesapeake

Invision

Document Direct

Lawson

Datatel

## **Education**

Saint Leo University, Saint Leo, Florida  
*M.B.A., Accounting, June 2009*

University of South Florida, Tampa, Florida  
*B.S., Accounting, May 2008*

Saint Petersburg College, Clearwater, Florida  
*A.A., May 2006*

References available upon request.