

# JAMES F. HARRISON

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(555) 123-4567

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## FINANCE PROFESSIONAL WITH STRONG HUMAN RESOURCES & ANALYTICS CREDENTIALS

*Treasury Management ▪ Financial Oversight ▪ Healthcare Accounting ▪ Budget & Resource Allocation*

Analytical finance professional with strong background in financial analysis, modeling, and leadership. Proven ability to successfully convert ambiguous data into information to drive strategic decisions.

### CORE COMPETENCIES

- Data Analytics
- Grant Management
- Benefits Administration
- Project Management
- Financial Accounting
- Procurement
- Internal Controls
- Capital Budgeting
- Financial Statement Preparation

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## PROFESSIONAL EXPERIENCE

### **Familysafe Pediatrics Center, Hickory, NC**

2014 - 2017

*Finance and Human Resources Manager (2016 – 2017)*

Promoted from finance and human resources coordinator. Additional information about company information and/or scope of responsibilities can go here as well.

#### **Key Achievements:**

- Reduced short-term and long-term debt by 60% in one year.
- Developed guidelines and reporting structures for company issued credit cards resulting in reduction of credit card bill average by 73%.
- Revamped internal controls / policies, reducing office supply expense by 30% in 1st year.
- Consolidated and refinanced business debt reducing interest impact by 6%.
- Restructured AR department to eliminate the need for 1 FTE of \$40,000/year salary.
- Initiated dissolution of third party HR company within first six months and reorganized duties within the company which saved the company \$20,000 per year and eliminated nearly 98% of the outside services cost needed to run payroll/benefits function.
- Negotiated new contract with BCBS for group policy saving the company 10% percent annually in group health insurance, life insurance, short and long term disability.
- Employer recognized and rewarded these financial achievements with 21% salary increase after first eight months in position and additional 9% percent 12 months later.

*Finance and Human Resources Coordinator (2014 – 2016)*

Supported finance and human resources manager for all financial and human resource related activities of this center - third largest pediatric facility in state. Additional information about company information and/or scope of responsibilities can go here as well.

#### **Key Achievements:**

- Researched/negotiated/implemented new IT communication system for entire company.
- Oversaw and reconciled all AP, AR and financial statement preparation - 300+ Vendors.
- Managed all business cash flow and 10 direct reports.
- Managed multiple cost centers and profit centers in SAP.
- Reconciled SAP financial data, PARIS credit cards and operational budgets.

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**Fakemed**, Tampa, FL

2012 - 2014

*Financial and Administrative Assistant*

Served as deputy to Financial Manager, overseeing all budgetary and financial requirements for hospital. Additional information about company information and/or scope of responsibilities can go here as well.

### Key Achievements:

- Asked to return on consulting basis to perform budgetary and financial analyst functions.
- Managed multiple cost centers and profit centers in SAP.
- Reconciled SAP financial data, PARIS credit cards and operational budgets.
- Developed/customized pivot tables and reports for managers from R3 data w/ V-Lookup.
- Trained in SAP for profit centers, cost centers and EXCEL reporting.
- Forecasted spending and reported budget variances.
- Submitted budget changes and justifications.
- Assisted in budget development and grant writing for ten pharmaceutical and NIH grants awarded, enhancing overall project funding by over 1 million dollars in two years.

**Elsewhere Methodist Hospital**, Bethesda, MD

2010 - 2012

*Financial Counselor*

### Key Achievements:

- Specialty counselor for finding financing opportunities for patients needing surgery.
- Reviewed and qualified patients for hospital funding, write-offs and/or Medicaid.
- Worked directly with large balance patients to be an advocate for their medical needs and financial costs while staying at our facility.
- Made recommendations to management on large balance patient accounts.

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## EDUCATION AND CREDENTIALS

**North Carolina State University, Jenkins Graduate School of Management**, Raleigh, NC

May 2017

*Master of Business Administration (MBA), Financial Management*

### *MBA Consulting Projects*

- NCSU Enterprise Risk Management Practicum – Surveyed key company leaders and analyzed results to create new organizational risk profile. Individual responsibility to analyze survey data and create data dashboard of findings. Final report presented to executive leadership with recommendations for better preparedness.
- Blue Cap – Researched market opportunity through Big Data Analytics (natural language processing) and developed recommendations for business model/revenue stream for technology start-up.

**University of Illinois**, Champaign-Urbana, IL

May 2010

*Bachelor of Science, Business Administration, Finance*

Student President

**Professional Development and Training** - General Ledger Accounts, Introduction to Accounting, SAP Sponsored Programs (Project Accounting), SAP Operational Fund Codes - Cost Centers, SAP Company Codes - Profit Centers. Paris Training - Reconciling Procurement Card Transactions.

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## ADDITIONAL INFORMATION

**Technical Skills** - SAP R/3, SPS, PARIS, IForms, Quickbooks, Peoplesoft equivalent (Softdent and Practiceworks), Lotus Notes, Microsoft Excel (pivot tables, v-lookup), Microsoft Word, PowerPoint and Outlook

**Proficiencies:** Microsoft Office Suite ▪ Blackboard ▪ Moodle ▪ WordPress ▪ Social Media