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| Logo  Description automatically generated  Candidate 61673  City Personnel  (401)331-2311   |  |  | | --- | --- | |  |  | |

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| **Work History** |

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| November 2020 - July 2022  April 2020 - May 2020 | **Loan Reviewer, Team Lead, Paycheck Protection Program**  *Rockland Trust Bank (Remote)*   * Calculated loan forgiveness based on SBA criteria/approve or deny * Contacted Borrower for additional documents, corrections, and signatures * Guided borrowers by submitting forgiveness information in the portal * Investigated and corrected rejections from SBA/resubmitted manually * Maintained Excel spreadsheet on manual submissions * Uploaded documents, password resets and email changes to borrower loan accounts in the portal * Discussed trends, unique situations, and provided updates during weekly meetings, via Zoom * Assisted and responded to bank branches on inquiries/PPP borrower information   **Origination**   * Set up folders in excel with appropriate documents for PPP Loan borrowers from the Share file * Performed mail merges for loan documents * Verified bank loan approval and “wet signatures” on loan documents |

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| October 2003 - January 2020 | **Accounting & HR Manager**  *Guill Tool & Engineering, Co., West Warwick, RI*   * Coordinated Advanced Project Billing/Releases for shipment * Managed all aspects of A/P, A/R, Payroll, and G/L entries/bank reconciliations * Coordinated and managed the Fixed Asset Life cycle through disposal * Transacted monthly expenses and accruals for month-end close with the staff * Managed accounting for two separate divisions and companies within * Coordinated and prepared cash management reports * Prepared ad hoc G/L Account analysis/Sales Commission * Worked with external auditors at year-end * Supervised and guided accounting staff of four * Streamlined workflow to eliminate paper * Worked with IT to implement new software systems |

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| 1999 - 2002 | **Accounting Supervisor**  *Battenfeld of America, West Warwick, RI*   * Managed accounting or two divisions in US and Canada * Prepared reports for property tax, GST (Canada), and sales tax for numerous states * Supervised A/P and G/L Accounting staff * Worked with IT to implement the Platinum/Epicor system |

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| **Education** |

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|  | Bachelor’s Degree: Accounting  *Roger Williams University* |

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|  | Associates Degree: Accounting  *Community College of RI* |

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| **Skills** |

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|  | *Accounts Receivables*  *Accounts Payables*  *Bank Deposits*  *Billing*  *Budgets and Forecasting*  *General Ledger*  *Payroll & Taxes*  *Reconciliations*  *QuickBooks*  *HR Bootcamp Training/Certificate*  *Benefit Administration*  *Employee Relations*  *Performance Management*  *Fraud/Disposal of Consumer Info* |
| *Excel*  *Salesforce*  *HRIS Paylocity*  *Microsoft Office*  *Epicor Version 10.00*  *SBA Portal*  *Citrix*  *Training of Ethics*  *Goal Oriented*  *Detail Oriented*  *Adaptable* |  |