**OBJECTIVE:** To obtain a full-time position in the accounting and/or internal audit field

**EDUCATION**

**The University of Texas at Dallas**

M.B.A, 3.85 May 2022

B.S. Accounting & Finance, 3.74 May 2018

**Certifications:**

* Planning to sit for CPA in May 2020
* Planning to sit for CIA in October 2020
* Pursuing Internal Audit Education Partnership program certificate

**PROFESSIONAL EXPERIENCE**

**Malin** Addison, Texas January 2018 – Present

*Staff Accountant*

* Perform audits and help develop internal audit procedures to help improve productivity
* Reconcile all asset accounts at month-end close in accordance with the general ledger’s balance sheets
* Coordinate with Controller in preparing monthly, quarterly, and year-end closing cycles
* Assist with preparations for various company and state tax audits
* Train and assist billing department to reduce needed headcounts

**Cigna** Plano, Texas February 2015 – December 2017

*Short Term Disability Claim Manager*

* Analyzed and manage a weekly average of 150 claims with an approval percentage of 98%
* Generated payments and evaluate quality control to ensure 100% accuracy while incorporating current tax law
* Liaised with claimants, employers, and medical providers during 6-month period of disability to increased approval of claims through oral and written communications
* Interpreted contractual language of 90 policies on average to certify compliance of all claims

*Medical Records Processor* April 2014 – February 2015

* Prepared and allocated invoice payments to medical providers to expedite decision times on claims
* Exceeded expectations by requesting and obtaining medical records for an average of 350 claims on a weekly basis
* Implemented new processes and procedures while mentoring 20 employees to improve turnaround time of medical records being received by 15%

**PROFESSIONAL AFFILIATIONS**

UT Dallas IIA/ISACA/ACFE Student Chapter January 2018 – Present

Dallas IIA January 2018 – Present

Delta Epsilon Iota Honor Society October 2016 – Present

**HONORS, AWARDS, AND COMMUNITY SERVICE**

University of Texas at Dallas Cum Laude Honors

Den Leader – Boy Scouts of America

Team-Building Activity Coordinator – Cigna