Thomas D'Andrea

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Visit my Resume Website:

https://td005.github.io/

LinkedIn:
https://www.linkedin.com/in/thomas-dandrea/

Overview

Motivated financial student. I look forward to utilizing my skillset to contribute to company success.

Experience

Jan 2022 – May 2022
Lease Analyst • JLL

- Budget forecasting and variance.
- Maintain cost schedule and apply invoices related to base rent and Operating Expenses.
- Create, generate, and distribute reports to Client and higher-level management.

Aug 2021 – Dec 2021
Accounts Payable Technician • Westmoreland County Community College

- Full cycle AP.
- Aided AR and Payroll as needed.
- Data Validation in new accounting system (Microsoft Dynamics)

Apr 2021 – Jul 2021
Inventory Specialist • Hy-Tech Machines

- Extensive inventory counts and organization.
- Oracle NetSuite inventory management.

2019 – 2021
Associate • D'Andrea Wine and Liquor Imports Inc.

- Order management and workflow
- QuickBooks invoice processing.

Education

Slippery Rock University 2016 – 2020

- BSBA in Finance – (In progress -- Anticipated Graduation: December 2023)
  - (Minor in Information Systems)

Skills

- Experience with Microsoft Excel, Access, Word, PowerPoint.
- Advanced Excel functions such as pivot tables, lookups, data visualization, VBA.
- Accounts Payable
- Experience with Oracle NetSuite, QuickBooks, Ellucian, Microsoft Dynamics 365, and other ERP / accounting software.
- HTML, CSS, & JavaScript
- Limited experience with SQL and Data Extraction / Cleaning.