

EXPERIENCE:

Fee Processing Supervisor
Intealth

April 2022 - Present
Philadelphia, PA

- Oversee all fee processing functions for an education certification association, including payments, refunds, and foreign transactions.
- Manage the Fee Processing team, coaching staff through issues, and determining work priorities.
- Lead the reconciliation of credit card deposits, accounts, and bank deposits.
- Collaborate with the Accounting Manager to address bank-related issues and ensure proper deposits.
- Complete bank reconciliation and credit card reporting, handling inquiries regarding transaction histories or discrepancies.
- Offer recommendations for processing enhancements and play a pivotal role in new accounting systems, including creating SOPs and testing functionality.

Billing Specialist
DANELLA Companies Corp.

July 2019 – April 2022
Plymouth Meeting, PA

- Prepared monthly financial reports for upper management.
- Supervised account balances and review for quality and completeness.
- Maintained responsibility for lifecycle and accuracy of bills receivable.
- Created invoices ensuring accuracy of details before issuance to corporate customers.
- Assisted with customer account statements and financial reporting operations as needed.

Senior Manager
Engineering Global Solution, Global Group

Jun 2013 – Nov 2018
Tirana, Albania

- Managed daily business operations for construction and building supply firm.
- Established automation systems that expedited report generation and amplified sales growth focus.
- Orchestrated coordination among internal teams and external vendors, ensuring seamless project execution.
- Met fiscal objectives and adjusted based on in-depth financial analyses.
- Counseled and coached reporting staff, providing consistent oversight and guidance.

SKILLS:

- Proficient with Salesforce, Great Plain, Spectrum Accounting Software.
- Proficient with Excel, PowerPoint, Word, and Visio
- Fluent in Italian and Albanian

EDUCATION

B.B.A in Management Information Systems
Temple University

Jan 2022 – Present
Philadelphia, PA

Bachelor's in Foreign Language
University of Tirana, Faculty of Foreign Languages

Oct 2010 – Oct 2014
Tirana, Albania