**[Entry Level Financial Analyst](https://www.postjobfree.com/resume/adzz5f/entry-level-financial-analyst-keyser-wv)**

**Location:**Keyser, WV

**Posted:**September 27, 2023

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**Resume:**

RITA HOUDERSHELDT

KEYSER, WV 26726

304.209.9908 dalerita7@gmail.com SEEKING PART TIME POSITION

SKILLS

Six Sigma Green Belt

Financial accounting

MS Excel Advanced

SQL (Entry level)

CICS

MS Office (Access, SharePoint, Word, Visio)

WORK HISTORY

IBM CORPORATION

Contract Closeout Financial Analyst Rocket Center, WV September 2019 - Current

Review contractual and financial documentation associated with government contracts. This includes review of actual contracts and modifications, invoices, supporting information such as time and expense reports, purchase orders, and procurement documents.

Generates reports from the accounting system and prepares a closeout package for each close out.

Compare researched data against contractual documentation and further research of any discrepancies or documentation of all findings.

ANTHEM, INC.

Reports Analyst - Government Business Division Denver, CO February 2010 - April 2017

Created Excel templates and dashboards for capture of auditing and reporting audit data for several divisions of the Government Business Compliance sector. (Primarily Enrollment, Recon, Billing and Grievance & Appeals.) Prepared and distributed several levels of daily, weekly, monthly, annual reports as required for each division. Created and maintained various Microsoft Access and SharePoint sites for documentation and reporting purposes. Pulled simple entry level sequel reports as required.

AMERICAN HONDA TECHNICAL TRAINING

Unit Secretary Englewood, CO August 2006 - February 2010

Coordinated training center attendance for weekly technical training facility for the Midwest Division of Honda Technical. Documented and updated database with successful coursework completed by technicians weekly. Preparation and submission of expenses reports. Coordinated hotel accommodation, meals, etc. for incoming technicians and instructors. Recruited and filled weekly class seats. Coordinated special training events for educators and nationwide training center instructors. Ad hoc Excel templates for the Regional Division Managers as requested.

FIRST DATA MERCHANT SOLUTIONS

IT Developer Hagerstown, MD June 1998 - April 2002

Created Third Party Support department to work as a liaison between FDMS and its business partners to rectify issues and continue with the goal of a seamless exchange of financial data on a timely basis. Mined databases to research failing authorization payments and reintroduced corrected transactions into DB2 system. Documented system failures and suggested corrections to advert future issues. Submitted and tracked Trouble Report tickets for IT dept. North and South platforms.