

**PROFESSIONAL EXPERIENCE**

**LAWRANCE POLICY CONSULTING, Fishers, IN**

***Project Coordinator***

**2019-Present**

- Provided administrative support to the Ohio Alzheimer's Disease and Other Dementias Task Force through meeting arrangements, minutes, and action item tracking
- Conducted interviews of executives, managers and program staff and documented the responses for FSSA independent analysis of the 2-1-1 program
- Prepare and process monthly invoices in QuickBooks
- File State Women-owned Business reports
- Provide administrative and clerical support

**VECTREN CORPORATION, Evansville, IN**

**1998-2012**

*Vectren Corporation is an energy holding company with approximately \$3 billion in assets that is headquartered in Evansville, Indiana.*

***Business Unit Analyst – Human Resources and Legal Departments***

*2007-2012*

- Developed budgets totaling over \$50 million for employee's benefits, Human Resources and Legal Departments
- Lead process improvement projects – reduced benefit budget process by two weeks, saved company over \$100k by auditing employee benefit invoices, implemented key controls around Health Savings Account to ensure compliance and reduced the number of hours spent paying invoices by a day per month
- Developed and presented actual to budget metrics and projections to directors and senior management
- Performed monthly analysis of company credit cards usage to ensure compliance
- Extracted data from Oracle Financials System to analyze and ensure monthly expenses are accurate
- Additional activities – reconciled various balance sheet accounts, recorded and monitored dollars spent on voluntary employee benefit association (VEBA), recorded and coordinated receipt of payment for Medicare Part D subsidy and paid all employee related invoices

***Accounting Analyst – Corporate Accounting Department***

*2004-2007*

- Oracle Cash Management Module Owner – reconciled bank accounts, tested all upgrades or changes made to module and assisted internal/external auditors in testing key controls
- Prepared, reconciled and analyzed various monthly general ledger journal entries related to amortizations and accruals
- Served as the Functional Lead for Oracle 11i Upgrade Team
- Prepared cost center metrics for CEO, CFO and Controller

***Customer Accounting Specialist – Customer Accounting Department***

*1998-2004*

- Participated in the Customer Information System Implementation Team
- Performed cash balancing between utility billing system and general ledger
- Served as the functional Lead for the Non-Utility Billing Implementation Team
- Was responsible for non-utility customer invoices and communicating with internal/external customers about billing questions, collections and payment arrangements

**EDUCATION**

**Bachelor of Science, Organizational Management**, Oakland City University, Oakland City, IN  
**Associate of Science, Business Management**, Vincennes University, Vincennes, IN