**Michael L. Randle**

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| **Profile** |
| Office professional with experience and expertise in *Data Entry*, *ATM/Bank Operations*, *Accounting Assistance*, *General Ledger (G/L) Processing,* *Database Management*, *Asset Management,* *Contract Administration, Bookkeeping*, and *Project Assistance*. Organized and detail oriented in Data Processing, File Management, Accounts Payable, Invoice creation, coding, and Processing  **Technical Skills**  Working knowledge and academic training regarding various software programs, such as: SharePoint, Pioneer Rx, SAP LSP 200 (ERP), MS Office 365, Word, Excel, Outlook, PowerPoint, Yardi Voyager, Intuit QuickBooks Premier Accountant Edition (Desktop) & QuickBooks Enterprise 2024 Contractor, e-tran, VISA Resolve Online, AS400, Oracle NetSuite, Bill.com (ACH Wire Transfer Platform), JP Morgan Access (F/X Wire Transfer Platform) Adobe Acrobat, and Microsoft Teams.   |  | | --- | | **Professional Experience** |   **Health Services & Benefit Administrators (AppleOne) – (Dublin, CA.) July 2024 – August 2024**  **Accounting Assistant**   * Worked on a Bank Reconciliation project, using **MS Excel Online** for the purposeof updating financial records * Used weekly and monthly check issuance spreadsheet information, comparing that information to bank statements for updating their recordkeeping in anticipation of an audit. * Performed General Ledger, bank reconciliation, and accounting analysis * Data Entry, Journal Entry Posting, and reporting   **Weitz Medical Management (Robert Half) – (San Francisco, CA.) June 2022 – Feb. 2023, July 2023, Oct. 2023, February 2024, & May 2024 Bookkeeper**   * Perform bookkeeping functions for a company which provides support services and rental spaces for affiliated medical doctors. * Used primarily **QuickBooks Premier Accountant Edition** to enter monthly payments from the aforementioned doctors who rent space for patient visits, examinations, consulting services, medical records reviews, as well as legal service entities. * Entered all monthly expenses incurred by the office, including office supplies, Internet Service, payroll, Owner’s Draws, vendor services, etc., creating new vendors and customers as needed. * Used **Google Search** to maintain and update the information base of Vendors and Customers, as needed. * Invoice creation for Customers to match with their Payments when the Invoices are unavailable, as needed. * Created monthly and quarterly reports in the form of Income Statements for an overall assessment of the company.   **JJ Buckley Fine Wines (Express Employment Professionals) – (Oakland, CA.) February 2023-March 2023**  **Accounts Payable Clerk**   * Compared Invoices for domestic and imported wines for payment with the associated Purchase Orders to make sure the wines purchased have been properly matched (2-way matching). The Invoices come from **MS Outlook** emails of winemakers, while the Purchase Orders, when referenced on the Invoice, are found in the **NetSuite** database. * Effected Wire Transfers of funds between the company, customers, and business partners, mainly foreign, using the **JP Morgan Access Website**, using the F/X Wire Transfer protocol. Wire Transfers for foreign winemaker entities involve currency conversion, which affects the amounts. * Used **Bill.com**, an ACH Wire Transfer system, to effect payments to contractors and vendors for services rendered. Also used to make payments to winemakers for wines purchased on credit. * Used NetSuite to create and print checks for contractors, and other employees to satisfy payroll functions, and to add Delivery and/or Freight Charges as Expenses to the final Bill when the charges are not listed on the related Purchase Order. * Conducted projects regarding weekly updating of the status of Invoices sent from an overseas cartel of winemakers whose invoices are kept on a wine exchange database (**LIV-Ex**). This mainly involves locating the appropriate Purchase Order, and updating the status of payment for tracking purposes.   **Bridge Housing Corporation (Robert Half) – (San Francisco, CA.) August 2022 – September 2022**  **Asset Management Administrator**   * Worked on a project involving gathering financial information from various internal and external sources for the overall purpose of eliminating a backlog of compliance reporting for affiliated affordable housing complexes throughout California. * Used several software platforms, such as **SharePoint, MS Excel Online, and MS Outlook** to update quarterly, monthly, and annual compliance reporting with the entities who own and the resident managers who manage the apartment complexes. * Used **Yardi Voyager** to gather tenant financial information, to create Trial Balance Reports, and to gather demographic information for use in updating Tenant Reporting Data. * Worked on a special project involving updating tenant data regarding affordable housing and demographics for housing complexes for the City of Oakland. Used Microsoft Teams for document sharing for those needing a review or signature.   **Berkshire Hathaway Homestate Companies (Robert Half) - (San Francisco, CA.) February 2022 – April 2022**  **Document Management Analyst**   * Reviewed and processed batches of invoices that have been previously sorted as ‘Non-Medical Bills’ * Reviewed and forwarded certain invoice bills to other parties, departments, or in some cases, resending back to the provider. * Used the Document Assignment Module of a **SharePoint (SIMS - CXP)** database platform, and the best information available to assign each invoice to a claim, and to ensure all elements of payment entry are valid. * Used a 3-digit coding system designed to classify the type of service performed, and ultimately, how the various categories of bills are ultimately paid. These classifications and other invoice elements are entered into SharePoint and processed. * Other platforms used included **Microsoft Teams** and **Outlook** for training, intra-department communication, and updating vendor information, **MS Excel** for statistical recordkeeping.   **Lucid Motors (Through RGBSI - Michigan) – (Newark, CA.) June 2021 - July 2021**  **Accounting Clerk**   * Worked in the Accounting Department processing payment Invoices owed to vendors for high-end car parts, supplies and/or services rendered (Accounts Payable). Responsibilities included: * Managed Accounts Payable and General Ledger (G/L) using **SAP LSP200**, and other software platforms * Ensured that Invoices are paid in a timely manner while adhering to Department procedures. * Compared purchase orders, prices, quantities, terms of payment, and other charges, balancing G/L Accounts as needed.   **Sequoia Property Services (Through Robert Half) – (San Leandro, CA.) July 2020**  **Administrative Assistant**   * Employed in the Construction and Warehouse Division filing, answering phones, receiving guests, collecting payments, and sending them to the Main Office in place of the regular employee who was out with an illness. * Provided assistance and support to the Division managers by filing daily logs of work performed in the field in chronological order, and using **Excel Google Docs** to update expense report spreadsheets of weekly credit card purchases. * Scanned and emailed time sheets and certain credit card receipts to the Main Office in Walnut Creek. * Filled out and uploaded residential building permit plans to the appropriate Alameda City Agency, located using Google Search.   **TruePill (through Insight Global) – (Hayward, CA.) February 2020 – March 2020**  **Data Entry Specialist**   * Employed as a Pharmacy Clerk using several medical database platforms for the purpose of tracking and final processing of individual patient prescription orders. Responsibilities included: * Used pharmacy software platforms, such as **NURX,** which temporarily stores information regarding individual prescription orders to be processed, and **Pioneer Rx,** which is a permanent information depository, to assist in expediting claims. * Worked with the patients’ individual insurance firms to obtain information relevant to the resolution of issues, such as the correct medicines to send to each patient, amounts to send, duration of treatment schedules, etc. * Troubleshooting of patient information, which usually occurred, due to incomplete or inaccurate information found during the claims process. In many instances the resolution of these issues would involve the use of proprietary Override codes.   **Children’s Council (through Careers in Nonprofits) – (San Francisco, CA.) January 2019 & June 2019 – August 2019**  **Payment Technician / Data Entry Specialist**   * Worked in January of 2019 as a Data Entry Specialist on a project updating the companies’ proprietary database of its listing of local, low-income families in need of city, county, and state-subsidized childcare, referencing an **MS Excel** spreadsheet. * Returned in June 2019 and worked through August 2019 as a Payment Technician, processing Attendance Sheets sent in on a monthly basis from childcare providers. This involved pickup, scanning, and filing, both said Attendance Sheets. * Arranged for payment of said providers, using the standards, certificates, and templates set by the City and County of San Francisco and the State of California, and the most current information available from the database (**Care Control CC3**). * Used **MS Outlook** to collect eligibility documentation from various sources to aid in the payment arrangement process. * Worked on a project designed to update the entire database of provider files, terminating and archiving files deemed inactive.   **BNP Paribas / Bank of the West (through Insight Global) – (San Francisco, CA.) May 2018 – December 2018**  **Loan Processor / Contracts Administrator**   * Worked in the Contracts Administration Department gathering documents compiled from various sources, including e-mail (**MS Outlook**) and spreadsheets (**MS Excel US Treasury Rate Sheet Pivot Tables**) to process and prepare final packaging of funding requests from business entities seeking loans to finance equipment purchases. * Inspected each record to make sure all supporting documents are in the record. These documents were scanned into a database to be used as an attachment which are uploaded to a department of reviewers for a measure of error checking. * Data Entry of codes & other financial information into an Equipment Finance platform ***(Rapport/Equip)*** created to determine a business entity’s ability to enter into a loan agreement and pledge collateral. * Error checking of the processed records after going through the first round of reviews, using what is called a Booking Form. Then the loan package is uploaded to the Manager of Contract Administration for final review and booking. * Made calls to the owners of special business entities to verbally discuss Terms and Conditions relating to the finalization of the equipment funding process.   **Motorola/Kodiak Solutions (through Mindlance) – (San Ramon, CA.) December 2017 – January 2018**  **Accounting Clerk I**   * Prepared Accounting Department files (A/P, A/R, Wire Transfers, and employee files) to be shipped to Texas as part of the company closing its operations in San Ramon and moving to Houston. Assignment completed 2 months ahead of schedule. * A/P: inspected 6 years of present and past invoice statements to vendors, making certain that each transaction to each vendor was listed in chronological order before placing each vendor file into shipping boxes in business filing order. This also involved creating an individual special section for current year (2017) transactions to be shipped separately for auditing purposes. * Also inspected 10+ years of individual Wire Transfers forms with check stubs, expense reports, and files of employees who have been terminated, in chronological order, maintaining separate boxed files for all files created before 2011 for legacy files   **Harris Salinas Rebar (through 3 Bridge Networks) – (Livermore, CA.) October 2017 – November 2017**  ***Shipping & Receiving Clerk***  Worked in the Shipping Department assisting the regular employees with database entry, scanning, filing, and other administrative functions in support of an employee who fell ill. Regular functions included:   * Made daily use of Citrix Receiver/Navision software platforms to electronically import Fabrication Request forms into a proprietary database to record shipping dates of rebar for legal purposes. These forms were then filed in the File Room. * Used a scanner to enter Shipping and Receiving lists into a separate database. Once received, these forms would be entered as PDF forms to be subjected to editing using Bluebeam Revu 2017 PDF Editor according to company-specific standards. * Assisted in creating Bills of Lading documentation, using various sources of information, to acknowledge receipt of rebar or mesh cargo for shipments to predetermined destinations. * Created Certificate of Compliance forms, which is a legal document related to the Bills of Lading process. Copies of this form are created with every shipment of product, one of which is kept in the office File Room, along with the office copy of the Bill of Lading form. Also pulled Fabrication Request files when required daily according to the daily truck dispatch schedule.   **Shooting Stars Productions (San Francisco, CA.) September 2010 – October 2015 & August 2017 – October 2017**  ***General Office/Clerical Support***   * Worked on seasonal projects performing reconciliation work of individual, and batches of cash, checks, and credit card receipts sent to the office by the parents of youth soccer and baseball league players for team and individual pictures. * Performed light accounting functions, such as, tallying batches of checks and writing down the number and amount totals of individual batches of checks. Used these amount totals to prepare bank deposit slips for daily bank deposit runs. * Payment auditing, a layer of error checking involving reviewing all payments made with the method of payment. * Filing of underpayments made by customers in alphabetical order into a book for future collection purposes (A/R).   **Bank of America (through Staffmark) – (Union City, CA.) March 2017 – April 2017**  **Tax Return Processing Clerk**  Worked as a clerk on the Income Tax Processing Project processing tax forms sent into the San Francisco regional office of the IRS.   * Used and monitored the OPEX high-speed extraction machine, to extract remittances from thousands of envelopes daily, maintaining a high level of efficiency, despite the frequent and regular breakdowns in the process. * Performed specialized processing of individuals who sent in payments, late, partial, and miscellaneous (this usually involved payments sent in from previous years and included extension request forms.) * Performed other specialized processing involving separating different versions of 1040 Income Tax Returns, also further separating the forms into categories of who paid to eventually be boxed, and sent to the IRS Processing Center in Fresno, CA.   **Wells Fargo Bank (through OfficeTeam) – (Walnut Creek, CA.) June 2016 – November 2016**  **Operations Processor III**  Employed in the ATM Operations Department Network Settlement Division processing claims of customers with issues with using their ATM cards in regular transactions. These issues usually involved double billing of single ATM transactions, due to some error in the transaction process. These errors require investigation and crediting of the mistaken billing monies back into the customers’ accounts. Duties included:   * Researching of individual customer disputes involving ATM transactions using multiple online systems and making decisions regarding how these disputes should be settled using the information available. * Used an electronic transmission platform (**e-Tran**) to enter debit and/or credit information into customers’ accounts, for the purposes of settling ATM transaction disputes, as well as balancing the Department’s General Ledger (G/L) accounts. * Used a proprietary coding system, and the best information available, to assist in resolving domestic and/or international transaction disputes. In many occasions, it is necessary to provide an explanation in writing of a decision made. * Filing, and data entry of transaction information into an online resolution software platform (**VISA Online**), General Ledger account processing, error checking, and preparing, editing, distributing documents relating to the ATM Claims process. Also made regular use of **MS Outlook** to communicate work-related issues (& documents) to managers and intra-office staff.     **Aurora Environmental Services, Inc. (Martinez, CA.) February 2016 – March 2016**  **Data Entry Clerk (Temporary)**   * Worked for 6-weeks on a project involving creating and using MS Excel tables to enter project specific information for the goal of updating the company’s database of past and present work performed on client buildings, mainly public schools. * Used MS Excel 2016 exclusively to create material summaries which consist of amounts and types of materials used to repair and renovate public school buildings, categorized by buildings, portables, and individual rooms in said buildings. * Used individual Excel worksheet templates to specifically define past inspections performed. Also used these templates, as well as hard copies of previous renovations performed, with written updates to create a client specific information base.     **Signature Flight Support (through Valintry Services, LLC) – (San Francisco Intl. Airport, CA) December 2014 – January 2015**  ***Accounting Assistant – Aircraft Service International Group (ASIG)***   * Received and coordinated the collection, categorization, and filing of airline service record fuel tickets. * Categorized and entered daily ending fuel inventories into the company’s filing system. * Generated reports of daily fuel consumption by all airlines and using said reports to reconcile and resolve variances. * Miscellaneous activities, including administrative support, document imaging, and e-mail of airline service tickets to other Finance Departments as requested for legal purposes.   **B & B Management Services, LLC (Pittsburg/Bay Point, CA.) January 2011 – March 2013**  ***Administrative Assistant/Bookkeeper***   * Set-up system for company books (QuickBooks, Appfolio Property Manager, and/or other systems as required). * Made frequent use of MS Excel and Outlook to reference and communicate with property owners, tenants, and vendors. * Accounts Payable (A/P): Vendor invoice recordkeeping and tracking for such services as plumbing, general apartment maintenance, cleaning, etc., and property owners invoice payments and tracking. * Accounts Receivable (A/R): Tenant rent invoicing, property mgmt. fee invoicing, assessment of late fees, etc.   **Spherion Atlantic (Tempe, AZ.) January 2005 – December 2007**  ***Claims Representative/Finance Clerk***   * Worked as an Exception Clerk processing home loan documents sent into the Department by customers requesting home loans. {***Chase Financial Group***– Home Loan Department (*September 2007 – December 2007*)} * Processed Memorandum of Insurance forms {***Farmers Insurance***– Phoenix Service Center (*April 2006 – July 2006*)} * Processed insurance claims involving the victims of the 2005 Gulf Coast Hurricanes. Transferred to another Department to work on a project involving physical-to-electronic file conversion (Submission Management) {***Scottsdale Insurance***– Several Departments (*September 2005 – March 2006*) and (*September 2006 – December 2006*)} * Electronic third-party file Auditing{***Western Heritage Insurance***– Accounting Department (*May 2005 – June 2005*)} |
| **Education** |
| * College of Alameda - ATLAS Vocational Training Program **January 2011 – May 2011** * Certificates of Achievement and Proficiency in Office Administration for the Logistics Industry. Courses studied included: Business Terminology, Business Mathematics, and Records Management. GPA:4.0 * Oakland Adult and Career Education **January 2009 – April 2009**   Basic Bookkeeping and Accounting  - Adult education course Introduction to Bookkeeping and Accounting, using MS Excel and Intuit QuickBooks Pro. Received Certificate of Completion upon graduation on 29 April, 2009. |