MEAGAN SHEEHAN

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PROFESSIONAL EXPERIENCE

Supervisor of Posting and Reconciliation March 2023 – August 2023

**Concentra**

* Reconciled documentation against budget requirements and ledgers.
* Maintained team productivity by efficiently scanning, submitting and archiving records.
* Assisted in improving mail intake, cutting processing time down by up to 50%.
* Prepared internal and regulatory financial reports, balance sheets and income statements.
* Supported financial director with special projects and additional job duties.
* Established internal audit procedures to validate and improve accuracy of financial reporting.

Supervisor of Cash Applications February 2021 – March 2023

**Superior Ambulance Services**

* Mentored and directed team in accurately recording payments across patient, facility, and event accounts.
* Provided expert guidance and oversight in the fulfillment and maintenance of corporate lockbox procedures.
* Produced essential financial and regulatory reports to ensure compliance with legal mandates.
* Assessed collection reports to ascertain collection status and outstanding balance metrics.
* Devised and upheld a comprehensive posting log, fostering transparency within the cash application process.
* Executed reconciliation reports, ensuring accuracy between posted and deposited cash in corporate bank accounts.
* Formulated and sustained comprehensive manuals and schedules for the training of Cash Applications staff.
* Spearheaded staff recruitment endeavors and assumed responsibility for the management of training initiatives.

Frontend Web Developer/Designer June 2018 – May 2021

**Midwest Archery Championship**

* Applied an adept command of HTML, CSS, and JavaScript to construct code for a range of multifaceted projects.
* Acquired proficiency in new front-end programming languages and methodologies, demonstrating adaptability in task execution.
* Thoroughly validated functionality of front-end code on various browsers and platforms to ensure seamless performance.
* Engineered bespoke websites tailored to meet unique client requirements, demonstrating a client-centric approach.
* Undertook both independent and guided updates to websites, establishing active participation in ongoing development.
* Managed renewal of domain name registrations, ensuring uninterrupted online presence of associated websites.
* Collaborated cross-functionally with multiple departments to jointly contribute to and enhance website content through effective editing processes.

Lockbox Processor December 2019 – February 2021

**PNC Financial Services**

* Sustained a high level of 10-key proficiency, consistently achieving a minimum of 10,000 keystrokes per hour.
* Efficiently managed the processing of check and invoice data across numerous facilities.
* Conducted precise reconciliation of keyed payment details, promptly identifying and reporting any abnormalities or inconsistencies.
* Adhered rigorously to federal, state, and company policies, procedures, and regulatory mandates, ensuring strict compliance.

Senior Game Advisor October 2018 – May 2021

**Gamestop**

* Engaged actively in leadership meetings, contributing to the formulation of new policies and procedures.
* Collaborated in the facilitation of weekly and monthly inventory audits, thereby bolstering store precision and accountability.
* Performed store opening and closing protocols with a focus on enhancing safety and security measures.
* Strategically established promotional displays and signage, culminating in enhanced sales figures up to 30%.

EDUCATION

Southern New Hampshire UniversitySeptember 2019

**Bachelor of Arts (B.A.) in Graphic Design, Web Design Concentration**

* Awards: President’s List, Summa Cum Laude

SKILLS & OTHER

| Financial Reporting and Analysis | Monthly Reconciliations |
| --- | --- |
| Administrative Duties | Medical Billing |
| Auditing | Cross-Functional Team Collaboration |
| Billing Software | Microsoft Office |