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| Andrew Roycroft Currin | | | |
| 868 Cupola Drive, Raleigh, NC 27603 | | | |
| 919-208-1932 | | | |
| Arcurrin77@gmail.com | | | |
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| Education | | Bachelor of Science in Business Administration - Operations and Supply Chain Management  East Carolina University, Greenville, NC  GPA 3.1/4.0 | December 2013 |
|  | | Associate in Arts Wake Technical Community College, Raleigh, NC | December 2010 |
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| Career History & Accomplishments | | | |
|  | | Accounts Receivable Specialist, INC Research, Raleigh NC   * Decrease Days Sales Outstanding (DSO) by 17% due to a reduction in the rejection rate of invoices by customers to less than 2% * Develop an excel tracker for study budgets to more accurately track revenue burned and amount billed to customers versus budgeted amounts * Audited past studies and was able to collect over $726,000 in unbilled revenues * Implement month end, quarterly, and annual process for auditing studies and report the findings to the Accounting and Project Management departments, allowing INC Research to accurately forecast study costs and identify any areas in the budget needing change orders * Increase billing within assigned business unit by over $12.7 million ending FY 2011 | 2011 to Present |
|  | | **Document Control Specialist**, INC Research, Raleigh NC   * Created and maintained the document repository for all study-related documents; ensures security of documents at all times in accordance with relevant SOP’s/W’Is * Created uniform naming conventions for documents archiving * Helped INC Research realize bonus payments from customers built into contracts by having a less than 0.5% error rate in the eTMF during audits on projects assigned to | 2010 to 2011 |
|  | | Office Administrator IV, State of North Carolina, Raleigh NC   * Helped implement a Microsoft Office Database that tracked the movement of volumes of Vital Records * Coordinated the Microfilming of more than 400,000 Vital Records a year * Successfully helped to reduce processing time of Birth Certificate requests by more than 3 weeks since being employed | 2008 to 2010 |
| Skills Proficient in Microsoft Office  Proficient in Oracle Database | | | |
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