

LUCAS DI FINI

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Dedicated Accountant with a well-earned reputation as a hard-worker, quick-learner, skillful in identifying frauds. An organized team player with diverse accounting experience in AP, AR, month-end accounting close, general ledger, and month-end financial procedures and reporting. History of proactively analyzing existing operations and implementing effective systems, strategies, and processes to improve organizational performance.

CORE STRENGTHS

- Excellent research and financial analysis abilities
- Able to work in a fast-paced environment
- Team player
- Proactive
- Proficient in Microsoft Word, Excel, PowerPoint, and Outlook
- Excellent interpersonal and communication skills
- Strong organizational and management skills
- Bilingual: Spanish/English
- Resourceful in the completion of projects, effective at multi-tasking
- Strong in learning new software systems

RELATED EXPERIENCE

FEBRUARY 2019 TO FEBRUARY 2020

ACCOUNTANT

INFORMATION AND COMMUNICATION SERVICES (ICS RIVERTON)

- Reduced time spent on monthly labor billing process by identifying unnecessary steps and by modifying the process with new Software Queries and Excel macros
- Provided timely and quality support to Financial Analysts, Project, and Finance Managers
- Responsible for project setup on People-Soft Accounting software
- Responsible for allocating and de-allocating budgets to all open projects
- Reviewed and approved purchase orders
- Processed vendor's invoices
- Assisted the Controller on special projects
- Prepared weekly labor billing reports for Vendors
- Credit Card System Administrator:
 - Reviewed applications and verified that card applicants have completed the procurement card questionnaire before cards were issued. Forwarded applications to the bank
 - Opened and Canceled employees' cards
 - Answered questions and solved problems regarding the program
 - Maintained cardholder database
 - Managed and maintained the PCard reporting system

PROJECT ACCOUNTANT

SEPTEMBER 2016 – FEBRUARY-2019

GLOBAL SERVICE CENTER

- Monitored over 600 project ledgers and exception reports for the areas of Central America and the Caribbean
- Developed a compiled financial report for the month end Controller's report
- Developed and maintained system to achieve daily workflow goals and productivity
- Provided timely and quality support to Project managers and Area Controllers.
- Reviewed and approved project purchase orders
- Reconciled data from accounting systems
- Assisted the Controller on special projects
- Monitored project ledgers and exception reports and reviewed them for the project's completion
- Reviewed and approved up to 800 monthly project invoices, payment requests and purchase orders
- Carried out the month-end close

OCTOBER 2014 – SEPTEMBER 2016

SR. ACCOUNTING CLERK

GLOBAL SERVICE CENTER

As a Sr. Accounting Clerk, I served as a Subject Matter Expert for:

- Tier I (Customer Service) and Tier II (Banks Reconciliations)
- Tier III (Area Offices - Central America, the Caribbean, South America North West)
- Department's Controller and Director

SEPTEMBER 2013 – SEPTEMBER 2014

TECHNICIAN II

BIOFIRE DIAGNOSTICS

- Responsible for Quality Assurance according to FDA requirements over a team of six
- Evaluated, confirmed, and created labels for other departments to ensure they were accurate and ready for consumer use according to FDA rules

APRIL 2013 – SEPTEMBER 2013

PERSONAL BANKER 2

WELLS FARGO

- Helped customers in opening, managing, and optimizing their bank accounts and other products
- Pursued leads and potential customers to expand services and products offered
- Provided advisory services for clients regarding available financial services
- Resolved issues regarding customer accounts
- Performed other administrative duties (such as data entry into in-house software)

OCTOBER 2012 – APRIL 2013

TERRITORY SALES MANAGER (NV,AZ)

SIGUE CORP.

- Managed over 900 businesses in the states of Nevada and Arizona
- Handled day to day customer contact via phones, faxes, and emails.
- Developed a prospecting App that facilitated the prospecting process
- Analyzed agencies' performances daily and provided with the Foreign Exchange (Forex) rate needed
- Provided AML training for new agents

JANUARY 2012 – SEPTEMBER 2012

ACCOUNTING CLERK II - BANK RECONCILIATIONS

GLOBAL SERVICE CENTER

- Developed a series of spreadsheets and reports that made the reconciliation process more efficient and accurate
- Followed up with customers regarding payment methods and outstanding invoices.
- Researched discrepancies and updated accounts with accurate information.
- Tracked inventory and maintained accounts
- Resolved reconciliation discrepancies in a timely manner
- Answered client and customer questions regarding accounts and any discrepancies
- Designated as one of the two Subject Matter Experts to oversee reconciliations from four South American countries
- Processed monthly reports to determine outstanding Non-Quality items over 60 days old

EDUCATION

FEBRUARY 2021

BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT, WGU

AUGUST 2020

ASSOCIATES DEGREE, SALT LAKE COMMUNITY COLLEGE

CERTIFICATES

FEBRUARY 2020

FULL STACK WEB DEVELOPMENT, UNIVERSITY OF UTAH

FEBRUARY 2020

PROJECT MGMT FUNDAMENTALS CERTIFICATE, EXECUTRAIN

DECEMBER 2016

BUSINESS BASICS CERTIFICATE, SALT LAKE COMMUNITY COLLEGE