



## Shanie Batz

7270 Euna Parks, Chicago, IL ♦ Phone: +1 (555) 629 6253

### EXPERIENCE

03/2015 – present

#### PROCESS CONTROLLER DAY SHIFT

Dallas, TX

- Perform any other relevant responsibilities give by senior management
- Bring relevant quality issues to the attention of the QA, QA Supervisor or Quality Assurance Manager
- Time management
- To maintain a flexible approach to work patterns as the business may demand
- To check the quality of materials coming to the line
- To ensure correct production methods are being followed
- Attention to detail

12/2010 – 11/2014

#### PAYABLE PROCESS CONTROLLER

Chicago, IL

- Working to strict daily,monthly, quarterly or annual processing targets
- Assist the Team Leadwith administrative tasks as necessary
- Participate in month endclose where necessary, as well as assist in the preparation of monthly VATreports
- Assist and collaboratewith the Payment and Reconciling Team
- Assist with theprocessing of urgent invoices for payment
- You love teamwork andare willing to go the extra mile in order to achieve your and the team anddepartment's goals
- Ensure training anddevelopment plan is in place and it is complied with

12/2003 – 08/2010

#### PROCESS CONTROLLER

Dallas, TX

- Establish strategic vision, goals, and provide day-to-day leadership for 3-person process control team
- Support Shared Operations leader in calibration sessions with Shared Service Center Leaders to monitor agent performance and areas of improvement
- Work together with business stakeholders and Shared Operations leadership to devise improvement plans and drive continued operational efficiency and excellence
- To deal with enquiries from customers related to the results/performance of the record to report business service for which the manager
- To demonstrate a practical approach to continuous improvement of the processes which directly manage the delivery of services
- Co-ordinate and provide the client with a professional financial support service for budgeting, forecasting and financial management
- Competent to understand the functions and working of machines and perform autonomous maintenance tasks

### EDUCATION

#### CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

Associate's Degree in  
Risk Related Field

### SKILLS

- Excellent communication (verbal and written) ability and facilitation skills
- Ability to successfully use mathematical skills such as adding, subtracting, multiplying and dividing as well as the ability to compute rate, ratio and percent
- Ability to work and follow specific instructions with limited direct supervision
- Strong communication, stakeholder management and influencing skills
- Knowledge of production planning and service delivery in a performance driven, compliant contract
- Visible leader who professionally demonstrates financial expertise
- Excellent analytical and financial skills covering financial and management accounting in a large complex organisation
- Knowledge and experience of CIPFA Code of Practice for Local Authority Accounting and ISAE 3402 standards
- Ability to wear requisite PPE such as steel-toed shoes, hard hats, hearing protection, safety glasses and respirator
- Knowledge of safe systems of work, company policy, statutory regulations, operations procedures, maintenance procedures, administration procedures