

NANA A. PINKRAH

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EXECUTIVE SUMMARY

I am a proactive, resourceful manager with substantial customer service experience. I retain competitive spirit which comes with a strong desire to succeed, exceed goals and maximize opportunities

EDUCATION

Towson University, Towson, MD

Graduating: May 2018

Bachelor of Science, Business concentration in Finance

Overall GPA: 2.5

CERTIFICATION/SKILLS

Bloomberg Market Concepts

Computer: Proficient with Microsoft Office (Word, PowerPoint, Excel), basic knowledge of C++, Yardi

Voyager, Account Edge Pro

RELEVANT CLASSES

Materials in Financial Management, Fixed Income, Equity

EMPLOYMENT EXPERIENCE

General Dentistry Marsha L. Douma DDS, Rockville, MD

April 2015- Present

Office Manager

- Oversee the smooth and efficient running of all aspects of the office
- Handle and keep track of dental licenses, certifications, office finances and accounts
- Manage patient billing and insurances
- Schedule patient appointments, answer calls and e-mails
- Generate staff schedule and handle payroll
- Manage dental inventory, purchase dental supplies, and coordinate equipment maintenance

Manna Inc, Washington D.C

September 2017- Present

Intern, Accounting Department

- Utilize Yardi Accounting System for Accounts Payable and Receivable functions for conducting daily deposits and cash receipts, updating vendors information, and preparing/distributing 1099's
- Prepare financial statements and reconciliations on condo associations assigned
- Update General Ledger reconciliation schedules

Smoothie King, Silver Spring, MD

August 2009- August 2015

Cashier/Assistant Manager

- Interviewed and Hired new employees
- Increased customer return rates among cliental
- Trained new employees on guest service expectations, proper food handling, and closing duties

TU ORGANIZATIONS / AFFILIATIONS

African American Student Development

Fall 2014- Spring 2015

Campus Ministries

Fall 2013- Present

