

Roy Nunes

1680 Silver Mesa Way • Las Vegas, NV 89169 • (702) 463-7486 • nunes.roy@gmail.com

OBJECTIVE

To obtain a challenging position utilizing my experience working with financial software packages as well as my accounting and Six Sigma / Lean skills. My specialty is turning raw data from one or more systems into useful information. Reports that can be used by all levels of staff and management across the entire organization.

WORK EXPERIENCE

AECOM USA, Inc. | Piscataway, NJ

Senior Systems Analyst March 2005 – May 2009

Fortune 500 Engineering and Design firm with over 600 offices worldwide. Ranked number two on ENR Magazine's list of the Top 500 Design Firms for 2009. Responsibilities included creating management reports within the Oracle Applications Software and NoetixViews reporting package as well as ad-hoc reports with Microsoft Access and Excel. Created many money-saving analysis reports such as Overtime, Employee Utilization, Expenses, Overhead, A/R and Unbilled. Worked as part of a team on several data conversions for newly acquired companies as well as multiple company-wide reorganizations.

URS Corporation | Paramus, NJ

Senior Systems Analyst October 2001 – December 2003

Architectural and engineering services firm with 300 offices in more than 20 countries. Ranked number one on ENR Magazine's list of the Top 500 Design Firms 2003 with over \$3 billion in annual sales. Responsibilities included creating management reports within the JD Edwards OneWorld system as well as ad hoc reports and queries using Microsoft Access for senior management. In charge of posting and trouble-shooting nightly revenue and assisted in Hyperion budget/planning system administration. Worked as part of a team of systems personnel that supported the accounting department through out the organization and maintained the integrity of the OneWorld data.

Edwards and Kelcey, Inc. | Morristown, NJ

Systems Analyst March 1999 – June 2000

Engineering, architecture and construction management firm with over \$100 million in revenue and over twenty offices nationwide. Responsibilities included total redesign and writing of all financial statements for a complete reorganization of the financial reporting structure of the company. Maintained invoice designs and provided technical support for accounting personnel at corporate headquarters in Morristown as well as outside offices.

Semaphore, Inc. | New York, NY

Systems Analyst September 1994 – March 1997

Computer software company specializing in financial management systems (written using Microsoft FoxPro) for the architecture and engineering industries. Worked in several capacities including client technical support and training, writing program customizations, and transferring client legacy data. Using Microsoft Visual Basic, wrote the original program to transfer data from the Semaphore program to ADP's payroll software.

EI Associates, Inc. | East Orange, NJ*Accountant* November 1991 – December 1994

Architecture, engineering, and construction management firm located in Harrisburg, Pennsylvania and Buffalo, New York with headquarters in East Orange, New Jersey. Responsible for monthly invoicing, maintaining job cost and budget information, and producing weekly project management reports for the 150 to 200 active projects at the East Orange office. Responsibilities also included preparing individual and combined financial statements, network administration, and staff training at all three locations. Served as technical head during the purchase and implementation of the Semaphore Financial Management System software.

Schader & Company Certified Public Accountants | Westfield, NJ*Staff Accountant* May 1989 – November 1991

Performed all types of accounting work, including categorizing and recording transactions, bank reconciliations, depreciation calculations, and general journal entries needed to prepare financial statements on a computer based accounting system. Job responsibilities also included preparation of corporate, personal, and payroll tax returns.

EDUCATION

Kean College of New Jersey | Union, NJ

Bachelor's Degree

Graduated with a Bachelor of Science degree in Accounting with a 3.17 GPA

CERTIFICATIONS

Six Sigma Black Belt (American Society for Quality)

Six Sigma Green Belt (American Society for Quality)

SKILLS

Lean Six Sigma	Intermediate
Microsoft Access	Expert
Microsoft Excel	Expert
Datawatch Monarch	Expert
JD Edwards Accounting System	Intermediate
Oracle E-Business Suite	Expert
Quest Software TOAD	Intermediate
Minitab	Intermediate
NoetixViews	Intermediate

LANGUAGES

American Sign Language Intermediate

PROFESSIONAL MEMBERSHIPS / AFFILIATIONS

American Society for Quality (ASQ)