



Dana Pittini

Qualifications Summary

Seasoned professional with over fifteen years of experience overseeing various aspects of financial and management accounting. Dana is self-managing and possesses strong analytical and problem-solving skills which drive efficiency and productivity in the workplace.

Core Expertise

Financial Statements Generation and Analysis • A/P • A/R • Accruals • Audit • Budgeting • Cash Management • Forecasting • Process Automation • Accounting System Set Up • Account Reconciliation • Efficiency Improvements • Lease Accounting • Procedures Documentation • Contract Review & Management • Grants Management • Internal Controls Development • Inventory Management • Accounting Staff Supervision • Payroll Taxes

Professional History

Robert Half Resource Management	Project Consultant	2016-Present
Diamond Parking	Assistant Controller	02/2016-12/2016
Seattle Children's Hospital	Senior Accountant	2008-2016
MedStar Health Management	Staff Accountant	2006-2008
Salisbury Management LLC	Senior Accountant	2003-2006

Accomplishments

- As a consultant, streamlined processes, reducing the number of month-end closing days from eight to five.
- Documented and implemented policies and procedures for accounting departments.
- Improved daily practices for efficiency and automated account reconciliation process.
- Analyzed jobs and provided descriptions for accounting department of eight members, resulting in better time management and workload distribution between team members.

Education / Licenses

- MBA, University of Baltimore Merrick School of Business
- B.S. in Accounting and Finance, University of West Romania College of Economic Science

Software

- Microsoft Dynamics, MIP/Abila, Netsuite, Peachtree, QuickBooks Desktop, QuickBooks Online, Quicken, Sage 100, Sage 50
- Microsoft Excel, Word