



Katy Forster

Qualifications Summary

Katy is a business and finance professional with over ten years of experience in leveraging data to drive decisions, strategies, and solutions. As a communicator, Katy's strengths lie in her ability to break down difficult concepts into their simplest form. Her creative and effective data visualizations are suited for both technical and non-technical audiences.

Core Expertise

Accounts Payable • Accounts Receivable • Journal Entries • Bank and Credit Card Reconciliations • B&O Taxes • Sales & Use Taxes • Office Management • Facilities Management • Vendor & Contract Management • Financial Reporting • Purchase Orders & Invoice Tracking • Risk Management Analysis • Cash Flow • Reconciliation • Budgeting

Professional History

The ASP Team	Consultant	2021 – Current
Data Driven Decisions	Finance Consultant	2018 – Current
Cascade Public Media	Finance & Budget Specialist	2016 – 2018
Universal Studios	Marketing Administrator	2013 – 2015
Yoga Wholesale	Owner & Founder	2011 – 2013
LivingSocial	Production Coordinator & Copywriter	2010 – 2011

Accomplishments

- Implemented processes to automate purchase order, budget tracking, and invoicing systems for motion picture advertising campaigns worth a total of \$11M.
- Populated website back-end with graphics and written content, assisting in the creation and growth of a distinct LivingSocial brand. Managed end-to-end workflow for deals with sales of over \$25M.
- Successfully started a retail yoga business in Australia, setting up accounts, establishing and maintaining financial books, and negotiating with manufacturers, exporters, and wholesalers to procure high-quality products. Successfully exited the business after three years of increasing strong performance.
- Automated the extraction, transformation, and loading of data for monthly multi-million-dollar endowments.

Education / Licenses

- BA – Communication, University of Arizona

Software

- QuickBooks Pro Online, QuickBooks Desktop
- Opera, Lotus Notes, iPayFlow, Slack, Salesforce
- Microsoft Office Suite, Microsoft Dynamics