

# Samuel D. Russell

Phone: (810) 429-3321 [samdruss@umich.edu](mailto:samdruss@umich.edu)  
[www-personal.umich.edu/~samdruss](http://www-personal.umich.edu/~samdruss)

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## Profile

- Advanced analytical skills used in conjunction with BI applications and MIS acumen
- Extensive knowledge of SAP BusinessObjects, SharePoint, Nintex Workflow, Tableau and MS Excel with application in Financial Account Management, Purchasing, Accounts Payable and Reconciliation processes.
- Utilize process and model mapping methodologies in order to understand, improve, and control processes
- Well organized, results driven, active listener focused on fulfilling the needs of the client through paramount service

## Education

EASTERN MICHIGAN UNIVERSITY, Ypsilanti

**Master of Science in Information Systems**, Expected Completion December, 2018

**Graduate Certificate in Computer Information Systems**, Expected Completion December, 2016

UNIVERSITY OF MICHIGAN, Ann Arbor

**Bachelor of Arts in Economics**, 2010

## Work Experience

University of Michigan: College of Literature, Science and Arts, Ann Arbor – April 2013 to Present

### **Service Management and Quality Analyst, LSA Finance – January 2015 to Present**

- Financial Specialist and account manager for Economics' Principal Investigators (mostly faculty).
- Administer, enhance and troubleshoot processes and systems.
- Organization-wide technology and process resource, team leader for Financial Specialist colleagues.
- Establish reporting processes, schedules, distributions and recipient bursts across the entire college. This practice enables transparency throughout the organization and increases customers' knowledge and awareness.
- Most recent solution: automated, multi-data source, distributed-monthly financial activity publication/report for over 30 departments/units which includes over 1,000 recipients (mostly faculty).

### **Financial Specialist Associate, Shared Services – April 2013 to December 2014**

- Primary resource, across multiple departments/units, to faculty, staff, students and guests for many financial activities including: Vendor Purchasing, Procurement, Accounts Payable, Expense Report completion and reimbursement, and reconciliation of General Ledger in conjunction with Real-Time Financials.
- Created automated and ad-hoc reports which monitor fund balances, ledger activity, period discrepancies and variations while increasing accuracy and ease of accessibility. Understand the relationship between user inputs and interface, the data warehouse, and the Business Intelligence tool in order to maximize the value of the report.
- Developed systems that have reduced staff effort time by over 95%, including: GPR reconciling which identifies errors in real-time and department-wide financial review processes.

University of Michigan: Information and Technology Services, Ann Arbor – July 2009 to April 2013

### **Inventory and Receiving Associate, [Computer Showcase](#) – November 2011 to April 2013**

- Actively managed Receiving unit which included ensuring inventory accessibility for sales staff, monitoring inventory turnover and loss, working with peers and management to understand needs and delivering solutions to educate staff on navigating the store room and understanding inventory availability.
- Built documentation, labels and diagrams as an aid for staff to locate inventory more quickly and accurately. Existing documentation was Management focused and revisions provided sales-centric guides that were more prevalent amongst sales and consulting staff.

### **Operations/Process Excellence Analyst, Finance and Facilities – May 2011 to April 2013**

- Created MIS reports utilizing BusinessObjects which complement and initiate procedures to enhance the risk management, accuracy, timeliness, and efficiency reporting structure in order to fulfill both auditory and internal requirements with regard to Purchasing and SOA Reconciliation. Received three promotions in eighteen months.
- Responsible for identifying and analyzing ledger transactions, establishing standing procedures and guidelines, tracking and validating cleared invoices, following up on outstanding invoices with vendors and communicating results and status reports with management.
- Designed and managed multiple projects which expanded our sales operations, including pop-up "satellite" stores and order shipping. These projects allowed us to increase reach among our customer base, reduce excess primary store volume during peak business cycles, build campus relationships and increase sales revenue.

## Activities and Interests

- TDWI Premium Member
- Foreign Exchange Market Trader: Technical Analysis Methodology
- MOOC (CodeCademy, Treehouse and Coursera) – web (front and back-end) and applications development