

EMILEE DRAKE

PROFESSIONAL CONSULTANT



INDUSTRY EXPERIENCE

- Biotechnology
- Healthcare
- Financial Services
- Government Grant Funded Accounting
- Aviation

FUNCTIONAL EXPERIENCE

- Accounts Payable
- Financial Reporting
- Account Reconciliation
- Audit Preparation
- Financial Statements
- Payroll
- Journal Entries
- Travel & Expense
- Accruals
- Inventory
- Revenue Reconciliation
- Month End Close
- Fixed Assets
- Depreciation
- Loans
- Grant Accounting

SYSTEMS EXPERIENCE

- SAP
- QuickBooks
- Concur
- Ivalua
- Bill.com
- Tipalti
- Divvy
- ADP
- Gusto
- MS Excel

EDUCATION & CERTIFICATIONS

Bachelor of Science in Accounting, North Carolina State University

EXECUTIVE SUMMARY

Detail-oriented and dependable accounting professional with 6+ years of experience and working towards getting CPA. Experienced with SAP and general ledger accounting, including accruals, inventory tracking, journal entries, as well as balance sheet reconciliations.

RELEVANT EXPERIENCE

- Stepped in at a private equity healthcare company to monitor the AP inbox and process invoices in Bill.com. Also monitored P-cards for general and recurring expenses.
- Provided general accounting support for a publicly traded biotechnology company including AP processing, managing the pay schedule, monitoring expenses weekly, bank reconciliations, and journal entries. Assisted with the preparation of the 10Q and 10K.
- Acted as the primary contact managing multiple airports with three different lines of business. Prepared journal entries for the general ledger to ensure accuracy and completeness. Prepared and tracked inventory reporting. Assisted in auditing needs.
- Balanced multiple simultaneous client engagements and served as primary client contact. Performed and tracked receipt, grant allocation, and payroll recordkeeping to ensure compliance. Managed balance sheet schedules for various needs. Created journal entries as needed. Assisted with year end financial audits and tax filings, such as 1099s.
- Performed financial statement audits utilizing the nine internal audit steps and adhered to a 60-day schedule. Set up and conducted audit interviews to gather necessary audit information.
- Experienced with grant accounting and compliance across multiple government agencies including NIH, DoD, NSF, as well as others.
- Accustomed to balancing multiple clients, completing work accurately and efficiently under tight deadlines.

PROFESSIONAL CHRONOLOGY

2024 – Present	Professional Consultant <i>Vaco</i>
2021 – 2024	Staff Accountant <i>Swissport</i>
2018 – 2021	Staff Accountant <i>Eva Garland Consulting</i>