

John Roberts

Specialist, Reporting

Contact

JohnnyCalifornia.com/Work

Education

Bachelor of Arts in Business Administration
University of La Verne, 2014

Hard Skills

- * Financial & Merchandise Planning
- * Process Automation (VBA, SQL)
- * Data Analysis & Reporting
- * Dashboard Development
- * Database Management
- * User Acceptance Testing (UAT)
- * Business Intelligence Tools
- * Budgeting & Forecasting
- * Inventory & Sales Performance Tracking
- * Executive Reporting

Soft Skills

- * Leadership & Team Building
- * Problem-Solving & Decision Making
- * Collaboration & Cross-Functional Partnership
- * Training & Development
- * Attention to Detail
- * Adaptability & Flexibility
- * Strategic Planning
- * Communication & Stakeholder Engagement
- * Time Management & Prioritization

Summary

Results-driven business operations and automation specialist with over a decade of experience optimizing workflows, enhancing data accuracy, and developing custom automation solutions using VBA, SQL, and Microsoft applications. Skilled in financial reporting, process automation, data visualization, and executive-level reporting, transforming complex data into actionable insights. Adept at leading cross-functional collaboration, training initiatives, and IT process improvements to drive efficiency and operational success. Passionate about leveraging technology to streamline business processes and deliver innovative solutions.

Experience

Hospital Management Services – Simi Valley, CA

September 2014- December 2023

Operations Manager

- Supported financial planning and cost reporting by managing Medicare and Medicaid cost projections, ensuring accurate forecasting and budget alignment
- Developed VBA and SQL-driven automation to standardize and streamline financial reporting across 25 different accounting systems, ensuring accurate integration of balance sheets, labor reports, and census data. This eliminated late submissions, reduced manual effort, and saved over 1,000 hours of overtime, significantly improving reporting accuracy and timeliness
- Designed and implemented a VBA-based monthly billing system, automating the collection and processing of timecards, labor expenses, and month-end financial reporting. This system eliminated manual data entry, reduced errors, and improved reporting accuracy, ensuring timely and precise invoicing
- Tracked and reported on financial performance, including reimbursement trends, cost allocation, and operational efficiency metrics
- Managed IT onboarding for new hires, ensuring seamless setup of hardware, software, and video conferencing tools
- Created and documented escalated support tickets for system errors, providing detailed issue descriptions and resolutions to streamline troubleshooting and minimize downtime
- Led user acceptance testing (UAT) for financial reporting systems, troubleshooting errors, implementing fixes, and optimizing workflows.
- Assisted in financial planning and analysis (FP&A) by managing cost report submissions, validating financial models, and enhancing forecasting accuracy
- Gathered user requirements from finance and compliance teams to develop dashboards and automated reporting solutions.
- Documented business processes and reporting procedures, creating step-by-step guides for internal teams and training materials for new hires

Roberts Events - Moorpark, CA

December 2013 – June 2020

Production Manager

- Supported merchandise planning by managing budgets, tracking expenses, and ensuring timely execution of event logistics
 - Leveraged MS Office tools, macros, and VBA to process datasets, creating intuitive reports for decision-making
 - Performed data analysis on inventory levels, labor costs, and equipment usage to optimize resource allocation
 - Managed vendor funding processes, ensuring accurate deal terms and proper expense allocations
 - Documented business processes for internal training and operational efficiency
 - Oversaw teams in audio, staging, lighting, merchandise and power setup for live events, coordinating with vendors to meet hard deadlines and ensure seamless execution before showtime
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Bank of America – Simi Valley, CA

June 2009 – November 2013

Developer

- Automated data extraction from AS400 using VBA, significantly reducing manual reporting efforts and improving data accuracy
 - Developed and optimized reporting systems, integrating AS400 screen scraping with SQL queries to automate data retrieval and analysis
 - Designed executive-level reports by consolidating data from multiple sources, providing leadership with real-time insights for strategic decision-making
 - Created VBA scripts and macros to streamline reporting processes, reducing processing time and improving efficiency
 - Performed data analysis to ensure accurate interpretation and resolved inconsistencies in financial and operational reports
 - Partnered with business intelligence teams to refine dashboards and reporting tools, supporting budgeting, forecasting, and operational tracking
 - Led testing and troubleshooting for automated reporting systems, identifying and resolving data integrity issues
 - Engineered a reporting system integrating AS400 screen scraping with SQL data extraction, enabling real-time decision-making and eliminating manual case reviews and backlog in two weeks, leading to a drastic reduction in staffing needs and increased operational efficiency
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