

WINSTON A. KOTZAN

EXPERIENCE

Manager of Contract Administration, Enterprise Division

August 2009 – December 2010

Allscripts Healthcare Solutions – Chicago, IL

- Promoted from Billing Analyst to Contract Administration Manager in nine months
- Performed audits in a team setting to reconcile Enterprise group billing invoices with contracted amounts
- Reviewed \$21 million of billings and helped recover ~\$460,000 in erroneously unbilled and uncollected receivables
- Reviewed people, process, and tools for contract and billing operations, and implemented process changes to enhance communication and workflows
- Performed analysis and interpretation of multi-million dollar contracts for the finance department
- Created documentation and training materials for project managers and future employees of contract operations
- Applied Access database and advanced Excel features for auditing, report building, and process integration

Equity Research Associate

June 2008 – March 2009

Leerink Swann – New York, NY

- Provided supporting role to health care information technology sector analyst in covering 12 stocks
- Actively compiled industry knowledge and monitored news flow related to the healthcare sector
- Participated in public and private conference calls with the executive teams of corporations
- Built extensive financial models in Excel and wrote investment analysis reports on subject companies

Applications Developer

Summer 2004, 2005

Crown Consolidated Industries – Chicago, IL

- Applied web-based ASP and MS-SQL Server to redesign the company's internal project support website
- Collaborated with a development team to create major expansion for the system and documented all changes

Founder and Applications Developer

May 2001 – 2006

WAK Productions . Com

- Launched eCommerce business to sell personally created Windows software utilities written in Borland Delphi
- Conducted business with several hundred customers in 17 countries

EDUCATION

Indiana University Kelley School of Business - Bloomington, IN

May 2008

Bachelor of Science in Business Administration, Finance Concentration

GPA: 3.5/4.0

- ***IU Mad Money Club President.*** Initiated and managed a campus-wide effort to bring CNBC's *Mad Money College Tour* to IU. Interviewed on television by CNBC, *The Today Show*, and Indianapolis news about our success.
- ***Investment Banking & Capital Markets Workshop – Investment Management Track.*** Faculty-selected into distinguished program that prepares students for careers in the investment banking and securities trading industry.
- ***Guanghua International Summer Program 2007.*** Attended summer program at Peking University in Beijing focusing on China's recent international growth and economic policy.
- ***Toastmasters, Kelley School of Business Chapter.*** Participated in weekly club meetings to practice public speaking.

Purdue University College of Technology - West Lafayette, IN

May 2005

Associate of Science in Computer Information Systems

GPA: 3.9/4.0

- ***"With Highest Distinction."*** Recognized for academic excellence upon graduation.

SKILLS & ACTIVITIES

- Advanced user of Microsoft Excel & Access, VBA programming capable, C# .NET, web development
- Experience with Bloomberg, FactSet, Thomson One Analytics, Microsoft Dynamics SL, Salesforce.com
- Chartered Financial Analyst (CFA) Level 3 Candidate