Chloe Blount, MBA

Atlanta, Georgia • (678)972-6799 • cblount9@gatech.edu • linkedin.com/in/chloeblount/

SUMMARY

Strategic and detail-oriented Senior Accountant and current MBA candidate at Georgia Institute of Technology Scheller College of Business, with a strong foundation in financial operations, audit, and vendor risk analysis. Experienced in cross-functional collaboration, process improvement, and delivering insights that support executive decision-making. Adept at leveraging financial expertise, business strategy, and data analytics to drive results. Known for adaptability, attention to detail, and collaborative problem-solving.

EDUCATION

GEORGIA INSTITUTE OF TECHNOLOGY, Scheller College of Business — **Atlanta, Georgia**
Master of Business Administration (MBA) — *May 2027*

- Leadership: VP of Finance of Scheller Pride

UNIVERSITY OF NORTH GEORGIA — **Dahlonega, Georgia**
Accounting, Bachelor of Business Administration — *December 2021*

- Leadership: Member of Beta Alpha Psi

EXPERIENCE

Leapley Construction Group, LLC (General Contractor) — **Atlanta, Georgia**
Senior Accountant — *February 2024 – Current*

- Developed and implemented a financial and safety risk mitigation prequalification process and maintains a records database of 550 subcontractors; trained 13 employees on the process. This facilitates insurance compliance.
- Completed Paycom payroll software implementation in unexpected absence of company controller, took point mid implementation on data import and trained 1 new employee while actively running first payroll cycle.
- Took point on 401(k) benefits during leadership gap, completed internal 401(k) contribution audit for ~100 employees.
- Trained incoming controller on all existing schedules, reconciliations, and CMiC software navigation.
- Created vendor registration process and oversees 1 employee responsible for vendor registration.
- Established refund process for client overpayments totaling ~500K USD. This reduced the overpayment liability and allowed Leapley to close 2 contracts that were over 2 years old.
- Oversees full-cycle general ledger accounting, reporting directly to the controller and company owners.
- Produces monthly diversity spend dashboards in Power BI to align with client ESG goals.
- Manages payroll and benefit administration processes funding ~100 employees.
- Processes between 1.5M and 8M weekly vendor payments and oversees AP department.
- Manages 800K USD of fixed assets, 40K USD of prepaid expenses, monthly accruals and all bank activity.
- Audits credit card transactions for 48 cards used by ~60 employees to ensure compliance with internal and client policy.
- Independently closes each month and assists controller with year-end close and annual review.

Kennesaw State University — **Kennesaw, Georgia**
Senior Accountant — *April 2023 – February 2024*

- Led a team of 2 in managing ~500K USD invoice workflows, reconciliations, and compliance documentation.
- Collaborated cross-functionally on NetSuite ERP implementation.
- Performed inventory and interdepartmental journal entries to support accurate month-end close.
- Ensured financial compliance with the University System of Georgia's operational and audit standards.
- Used SQL and Excel (PivotTables, VLOOKUP) to analyze financial data from InSite and PeopleSoft.

Bates Carter & Co. — **Gainesville, Georgia**
Staff Accountant — *November 2021 – April 2023*

- Conducted audits of municipal governments and public sector organizations, assessing internal controls and preparing GAAP-compliant financial statements.
- Led testing and documentation of major transaction cycles including revenue, expenditures, and capital assets.
- Trained colleagues in advanced Excel functions and audit analytics techniques.
- Utilized CaseWare, IDEA, and Tableau to streamline audit processes and reporting.