

Spencer D. Williams
2280 Corbin Avenue, New Britain, CT 06053
(860) 801-4843 (cell) (860) 505-7787 (home)
Sdwilliams1984@outlook.com <https://www.linkedin.com/in/spencerdwilliams>

Professional Experience

UnitedHealth Group Inc.

Accounting Intern, Controllership E&I Finance

June 2018 – August 2018

- Owned the Process of Completion of AVAP State Assessment
 - Completed Quarterly State Assessment Segment Checklist and reported membership assessment to state.
- Booked Monthly Accrual Journal Entries to support the State Assessment Team Accounting Process
 - Booked Payable/Receivable amounts for ASO customers and Payable/Expense for FI through use of Excel and PeopleSoft
- Created and Archived Usable Membership Files to be used as basis for Multiple States' Assessment Calculations
- Supported Organizational and Team Goal of creating Quality Policies and Procedures
 - Tested existing Membership File P&Ps and updated where necessary to ensure accuracy
 - Developed P&P for Membership Assessment Accruals for future use by team
- Developed Microsoft Visio Work Flow Chart to contribute innovation to the organization and team
 - Linked to Individual State Membership file P&P to enhance organization of files.
 - Developed additional workflow chart for State Assessment Accrual P&Ps

Finance Intern, Treasury Solutions Group

June 2017- December 2017

- Assisted with Acquisition Integration to assist in ensuring smooth transition for clients with minimal service disruption
 - Compared user platform access on multiple e-banking platforms
- Worked with banking partners to update company information to increase company efficiency
 - Updated Sub-Delegation of Authority defining employee level of authority to certain banking functions
 - Updated Authorized Signers on Restricted Accounts ensuring proper names were the signers on company accounts

Accounting Intern, Regulatory Reporting

January 2017-June 2017

- Assisted Regulatory Reporting with complex filings in order to meet submission deadlines
- Ensured all March 1st filings for all states under UHIC legal entities were submitted timely
 - Ensure each state filing contained all necessary documents per their NAIC checklist
 - Each filing submitted, via overnight mail, included signed cover letter by the Director of Regulatory Reporting
- Submitted filings, under the UHIC legal entities, that were uploaded to eGRC and those filings not filed, were noted as such, listed, and sent to Regulatory Reporting marked as high priority to address with urgency.

OIC of New Britain, New Britain, CT

Youth Development Counselor/ Afterschool Coordinator

September 2013 – Present

- Planned and Facilitated activities for Become PALS afterschool program in conjunction with staff and community partners

Educational Experience

Central Connecticut State University

Expected Graduation Date: May 2020

Major: Finance, Management w. Conc. in Entrepreneurship

Capital Community College

July 2015 – May 2018

Major: Management

Volunteer Experience

Paradym Academy

October 2016 – Present

President

June 2018- Present

Vice-President of Programming

October 2016 – June 2018

NAACP-New Britain

August 2013 – November 2014

Youth Council Advisor; 3rd Vice President Adult Branch

New Britain Hurricanes Youth Football and Cheerleading

May 2012 – January 2014

Education Coordinator