

TAMARA C. ARCHIE

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SUMMARY

Skilled finance professional with over 15 years of experience in various industries, including healthcare and office supplies. Focused Pricing Analyst for large scale proposals with strong emphasis on pricing strategies and margin analysis. Proven ability to quickly adapt to new and changing technologies. Excellent analytical, multi-tasking, and communication skills.

EXPERIENCE

STAPLES, INC., Atlanta, GA

2009 – present

Sr. Pricing Analyst

Provides pricing and analytical support to various departments (including Sales, Finance, Executive Management). Prepares pricing proposals for existing contracts generating over \$25M in revenue. Performs pricing maintenance for contracted customers. Analyzes proposed pricing approach to ensure competitive but profitable results.

- Maintains Full Line Catalog discount calculator for team, which is also used throughout the Pricing Organization
- Leads presentations with the field Sales organization to discuss pricing analysis and
- Participated in Storyboarding process for potential new Pricing Systems.

RICOH AMERICAS CORPORATION, Atlanta, GA

2007 – 2009

Business / Pricing Analyst

Prepared pricing proposals for potential contracts generating over \$500,000 in revenue. Performed pricing maintenance for contracted customers. Negotiated final contract pricing with Sales team. Researched and corrected pricing issues in Oracle. Furnished margin analysis documents to the accounting department for the corporation's rebate support programs. Provided monthly reporting documents and presentation materials for the Business Development department.

- Increased sales for the company by negotiating final pricing proposals for two major accounts, each generating over \$1,000,000 in revenue.
- Improved the communication process with the sales department by continuously providing status updates on bid proposals still in-process, receiving positive feedback from the sales team.
- Through the use of presentation materials, selected by senior management to track and analyze monthly sales trends that enabled CEO to identify key revenue-producing accounts.
- Streamlined the pricing maintenance process for three of the corporation's largest and most profitable accounts, resulting in the process being implemented by other departments.

AETNA, INC., Alpharetta, GA
Underwriting Consultant (2000 – 2007)

1996 – 2007

Processed pricing documents for new and renewal business within the middle market (51-250 lives) department through financial and risk analysis. Monitored financial condition of assigned cases and entered all information into company database. Produced timely financial reports for management through the use of healthcare premium and claim data. Provided feedback to management regarding financial condition of portfolio business.

- Increased productivity within the underwriting department by conducting web-based training for the sales team, ultimately reducing the number of plan change requests.
- Received special recognition from management for the training and mentoring of less experienced team members.

Underwriter (1996 – 2000)
(Formerly Prudential Healthcare, company acquired by Aetna)

Calculated renewal rates for current customers. Communicated with sales offices to provide cost effective underwriting to customers. Assessed financial risk on assigned cases using established criteria. Transitioned cases from Prudential to Aetna platform.

- Successfully managed the conversion of accounts within the small business market from Prudential to Aetna pricing strategy platform, allowing for a more organized and efficient transition process for acquiring company.
- Provided subject matter expert knowledge for team in a liaison role between the underwriting and sales departments, improving internal customer communication.

ADDITIONAL EXPERIENCE

RGIS INVENTORY SPECIALISTS, Atlanta, GA
Team Manager (part-time position)

1997 – 2006

Conducted physical inventory counts for retailers in the Metropolitan Atlanta area through use of appropriate audit procedures. Supervised a team of up to 30 auditors in assigned inventories. Assisted in the training, scheduling and productivity of team members.

THE PRUDENTIAL HEALTHCARE SYSTEM, Atlanta, GA
College Intern (INROADS/Atlanta Internship Program)

1993 – 1996

Prepared reconciliation statements for large accounts. Reported general ledger errors and prepared vouchers to management within the premium accounting department. Analyzed financial documents for the provider relations department.

TECHNICAL SKILLS

- Microsoft Office Applications (Word, Excel, Access, PowerPoint)
- SQL
- Windows XP/Vista
- Oracle Database
- Lotus Notes/Outlook
- Crystal Reports

EDUCATION

*Master of Business Administration, Concentration in Accounting
DeVry University, Keller Graduate School of Management, Atlanta, GA – Graduated with
Distinction*

*Bachelor of Science, Accounting
North Carolina A& T State University, Greensboro, NC*