

Nelson Ricardo

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Professional Experience:

Skadden, Arps, Slate, Meagher & Flom LLP, New York, N.Y., May 1997 – Present

Client Accounting Systems Supervisor, April 2005 – present

Client Accounting Project Leader, April 2003 – March 2005

Client Accounting Systems Coordinator, April 2000 – March 2003

Billing and Collections Coordinator, September 1998 – March 2000

Billing and Collections Assistant, May 1997 – August 1998

- Supervise Client Accounting systems workgroup (six employees)
- Assist in oversight of other Client Accounting staff worldwide (about ninety employees)
- Guide, mentor, train, and support department personnel and other ADERANT Expert Billing users worldwide
- Liaise and coordinate with other departments, including accounting, finance, marketing, and I.T.
- Prepare client accounting, billing, and financial reports and analyses using SQL and Excel
- Supervise and lead technology projects related to ADERANT Expert and supporting applications
- Review and evaluate prospective software
- Develop and implement upgrade testing plans for existing software
- Create and update bill format templates using ADERANT Expert's DocuDraft language
- Oversee all aspects of electronic billing, including initial setup, client submission, and problem resolution

Prior duties:

- Draft, review, and edit bills, based upon attorneys' and clients' requirements
- Identify, review, and resolve various issues, including accounts receivable and unbilled balances
- Respond to inquiries regarding client accounting and billing

New York University (Dept. of Athletics), New York, N.Y., September 1993 – May 1997

Sports Information/Recreation Program Assistant (student employee position), September 1993 – May 1997

- Various office support duties to assist the Athletics department staff

Education:

New York University, New York, N.Y.

- Bachelor of Arts in Economics, College of Arts and Science, September 1993 – May 1997
- Certificate of Advanced Studies in Information Technology, SCPS, 2000 – 2001 (not completed)

Skills and Knowledge:

Legal and Professional Services Industry Specific:

- ADERANT Expert (formerly CMS Open/CMS.Net) – time, billing, financial, accounting, and practice management system for law firms and other professional services – extensive experience using Billing and related modules; very familiar with database structure and tables
- Legal Electronic Data Exchange Standard (LEDES) – 1998B (delimited text) and 2000 (XML) standards
- Uniform Task-Based Management System (UTBMS) – phase, task, activity, and expense codes

General:

- Microsoft Windows and Apple Mac OSX – knowledgeable end user
- Microsoft Word, Corel WordPerfect, and AppleWorks – experienced user
- Microsoft Excel – advanced user
- Microsoft SQL Server and Transact-SQL – heavy experience in programming and executing queries
- Visual Basic for Applications (VBA) – some programming experience
- Hypertext Markup Language (HTML) – some experience with web page creation
- Extensible Markup Language (XML) – some experience (e.g., created LEDES 2000 bill format template)
- Near-native fluency in Portuguese (European); conversational ability in Spanish and Italian

Professional Memberships:

- LEDES Oversight Committee
- ADERANT Expert Users Group