

# SIDNEY DOWELL

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## BUSINESS-TO-BUSINESS EXPERIENCE

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**Sedgwick, Detert, Moran & Arnold LLP**, San Francisco, CA  
[www.sdma.com](http://www.sdma.com)

*Enterprise Application Manager (Interim), reporting to Firmwide Manager of Applications, Training & Support* Oct 2009 - Current

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**Heller Ehrman LLP**, San Francisco, CA [www.HellerEhrman.com](http://www.HellerEhrman.com) Oct 2001 – Oct 2009  
*Financial Systems Manager, reporting to CFO*

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**Mediasurface, Plc**, San Francisco & New York [www.mediasurface.com](http://www.mediasurface.com) Aug 2000 to Oct 2001  
*Director U.S. Operations, reported to Executive V.P., Americas*

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**Thelen Reid & Priest LLP**, San Francisco, New York, Washington DC, Los Angeles, San Jose [www.thelenreid.com](http://www.thelenreid.com) 1994 - 2000  
*Senior Manager, Financial Systems & Reporting, reported to CFO*

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**Graham & James, San Francisco**, Palo Alto, Long Beach, Sacramento 1980 – 1994  
*Accounting Manager, Facilities Manager, Office Manager, reported to CFO*

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## PERSON-TO-PERSON EXPERIENCE

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Executor / Trustee: Estate of Ardith V. McCarthy

Accounting Operations and Billing Support: Robert F. Foster, Ph.D.; John P. Kelly & Associates

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## TECHNICAL

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### Systems

Aderant 7.5 (SQL 2005); DTE, EIS, TM1 (OLAP) Budget and Profitability, MS-SSRS, Randy Steere Report Manager; PS|Ship; iManage (Interwoven)

### Software

MS Office including Word, Outlook, Excel, PowerPoint; DOCS Open/PC DOCS; InterAction; LegalKEY; MS Project, Adobe Acrobat; Executive Inquiry System (EIS); RS Inquiries; MS SharePoint; Quicken, QuickBooks Pro; TurboTax, familiar with NetSuite Financials

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## EDUCATION & TRAINING

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M.S. Information Resource Management and Library Science, Syracuse University, GPA 3.81 (in progress)

B.A. Management, St. Mary's College, 1996, Summa cum laude

Medical Insurance Billing Series: CPT & ICD-9 Coding; Electronic Billing

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### Additional Experience / Interests:

Member (past), St. Dominic's Parish Finance Committee, Benicia, CA

Member, St. Vincent de Paul Society, Benicia, CA

Member, Walnut Creek Masters Swim Team

Volunteer, Vallejo Aquatic Club