

[YOUR NAME]
[Street Address], [City, ST ZIP Code]
[phone]
[e-mail]

OVERVIEW

A highly motivated Credit, A/R, A/P, and Collections professional with a verifiable record of accomplishment spanning four years. Highly creative, recognized as a results-oriented and solution-focused individual. Areas of strength include:

- Accounts Payable
 - Problem Collections
 - Organizational Skills
 - Computer Literacy
 - Work as Team Player
 - Accounts Receivable
 - Legal Aspects of Collections
 - Communication Skills
 - Time Management Skills
 - Research Abilities
-

EDUCATION

Associate of Arts Degree: Mathematics & Accounting 1992
Oak Tree University, Atlanta, GA
GPA: 3.325 (Cum Laude)

- Member: Pi Mu Epsilon Professional Mathematics Society (1990-91)

COMPUTER SKILLS

- IBM and Mac Literate
 - WordPerfect, Microsoft Word, AmiPro
 - Lotus 1-2-3, Microsoft Excel, EasySpread II
 - Peachtree Accounting, Quicken, DacEasy, LedgerRight
 - EasyDun IV, Collector Jr.
-

PROFESSIONAL EXPERIENCE

Accounts Receivable/Payable Clerk 1992 - 2004
A. Datum Corporation, Boca Raton, FL
Wireless communications carrier with 135,000+ customers and 340+ vendors

- Full charge processing of all accounts receivable and payable
- Manage all petty cash and office supply expense accounts
- Reconcile bank balances; record general ledger entries
- Establish customer credit lines and set up credit accounts with vendors

ACCOMPLISHMENTS

- Reduced A/R aging from an average of 87 days to 63 days in less than 7 months
 - Established new credit criteria for new accounts, significantly reducing bad debt
 - Wrote credit policy and procedure manual for department
-

SPECIAL INTERESTS

Aerobics, Interneting, Roller Blading, Gourmet Cooking, Classical Music, Karate

REFERENCES

Promptly furnished upon request.
