**Personal Statement**

A highly motivated, hardworking and dedicated professional who is eager to meet the challenges posed in the industry and to contribute towards the growth of the organization.

**Professional Skills**

***Computer and Business Equipment:***Outlook Express, Excel, Microsoft Word, Accurate Keyboarding, TetraLinx, Document Formatting, 1-Key Punch, Win2, Oracle, POS Signet, AS400

***Business Functions:***Accounts Payable/Accounts Receivable, Customer Service, Billing & Invoicing

**Professional Experience**

*Billing Specialist*

**Ardaman& Associates**, Orlando, FL **June 2018- Current**

* Prepared, distributed, revised, coordinated approval process, and finalized invoices for T&M and cost-plus jobs.
* Worked with Project Manager/Branch Administrator to assure that bills go forward as quickly as possible in an effective and efficient manner.
* Collaborated with Project Manager regarding opening, funding, and budgeting new jobs and modifications.
* Prepared and sent out weekly and monthly efficiency reports.
* Facilitated the office Manager duty by assuming responsibility for administering and monitoring electronic timecards. Maintained accounting ledgers by verifying and posting account transactions.
* Reconciled processed work by verifying entries and comparing system reports to balances.
* Corresponded with vendors and respond to inquiries.
* Verified that transactions comply with financial policies and procedures.
* Charged expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries.
* Prepared Journal entries.
* Assisted with monthly corporate package.
* Prepared reports for weekly meetings
* Resolved discrepancies in accounting records.
* Managed and reconciled accounts as needed

*Customer Service Agent*

**Sykes Enterprise Inc.,** Sumter, SC **May 2015 – April 2018**

* Obtained client information by calls and email communication
* Assisted customers with technical issues 24/7 services
* Managed credit card increases and Credit Card problem solving
* Applied payments to accounts

**EDUCATION**

Bachelor’s Degree in Business Administration Completion: May 2018

Voorhees College, Denmark, South Carolina