

Robert Smith

Accounts Receivable Assistant (Retail)

CONTACT DETAILS

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PERSONAL STATEMENT

A Accounts Receivable Assistant Position highlights of Qualification Over 10 years of office experience in the Retail industry. Strongly self-motivated, punctual and follows direction accurately Responsible, reliable and friendly Professional appearance and manner Quick learner who has the ability to learn new duties quickly Strong organizational skills and detailed-oriented.

SKILLS

Microsoft Office, Typing,
Data Entry, Customer
Service,
Communications

WORK EXPERIENCE

Accounts Receivable Assistant (Retail)

Milly New York LLC - 2008 - 2017

Responsibilities:

- Directed the logistical operations of the \$24,000,000 department to achieve optimal performance; conducted comprehensive inventory audits to ensure timely deliveries, expedited shipments, executed the input of all data, and prioritized assignments to maintain efficiency.
- Effectively reconciled accounts, resolved financial issues, including chargebacks from luxury retailers.
- Evaluated monthly sales reports and oversaw all accounts receivables.
- Spearheaded strategic marketing campaigns and formulated creative programs which accelerated sales growth, maximized overall brand exposure and visibility and ethically represented the company.
- Developed and implemented merchandising displays for special events and trunk shows, marketed top sellers or promotions at department stores, and seamlessly executed direct fashion week events.
- Negotiated collection agreements and established new payment arrangements which benefited the client and the company in an effort to reduce the overall delinquency rate; disputed any chargebacks.
- Assumed new, challenging and cross-functional responsibilities to maximize overall productivity and minimize costs.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Marketing Assistant

Marcus And Milichap - 2007 - 2008

Responsibilities:

- Collaborated with marketing teams to coordinate mailers; prepared new marketing packages and creative materials, authored proposals, and executed strategic plans.
- Served as a key liaison between cross-functional departments; facilitated clear communications throughout internal and external channels.
- Managed the day-to-day administrative operations of the department; coordinated meetings, maintained calendars and high-volume schedules, answered a high-volume of incoming phone calls on a multi-line system, and updated files.
- Worked closely with brokers to execute new deals; prepared presentations, generated business, and designed key packages; ethically represented the brand and fostered professional client relationships.

- Influenced the development and implementation of new programs or systems to accelerate growth, streamline the operations, and achieve operational efficiencies; prioritized the day-to-day operations.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.
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Education

Bachelor Of Arts in Business Administration - 2002 to 2006(College Of Mount Saint Vincent - Riverdale, NY)