

# ROBERT SMITH

## Accounts Receivable Manager

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### SUMMARY

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

### CORE COMPETENCIES

Computer Hardware, uploading videos, emails, computer programs, phones, typing.

### PROFESSIONAL EXPERIENCE

#### Accounts Receivable Manager

ABC Corporation - 1996 – 2013

##### Key Deliverables:

- Responsible for maintaining a near 100% collection rate for a large fortune 500 company.
- Performed tasks such as generating accounts statements and reports.
- Managed accounting and bookkeeping tasks by following the policies and procedures of the organization.
- Prepared bank deposits and developed automated spreadsheet on a daily basis.
- Responsible for organizing and maintaining up to date financial records.
- Oversaw accounts receivable write-offs, client trust accounts and payment reversals.
- Provided financial and management reports daily to location general manager.

#### Accounts Receivable Manager

ABC Corporation - 1995 – 1996

##### Key Deliverables:

- Manage all outstanding accounts
- Kept track of past due accounts and payments
- Maintained the open invoices aging and following up with all customers accounts
- Received and posted all payments
- Providing customers with any legal documents (certificate of insurance, W-9, Lien Waivers) necessary for faster processing of invoices for payment
- Provided general customer services to clients and keeping all Divisions updated on status of their customers accounts
- I maintained a good customer relationship while still making calls to collect past due payments on accounts.

### EDUCATION

- BS in Media Production - (Full Sail University Online - Winter Park, FL)