



# WILLIAM PEREZ

## Accounts Receivable Representative

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

### PROFESSIONAL SUMMARY

With 5 years of robust experience in accounts receivable, I excel in managing invoicing, collections, and customer account reconciliation. My strong analytical abilities and adept communication skills have consistently optimized cash flow and improved client relationships. I am eager to leverage my expertise to enhance financial processes and drive organizational success.

### WORK EXPERIENCE

#### Accounts Receivable Representative

📅 Feb / 2022-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Established repayment schedules based on customers' financial situations, improving recovery rates.
2. Contacted customers regarding delinquent accounts through mail, phone, and personal visits to secure payments.
3. Guided customers on effective debt repayment strategies, leading to enhanced customer satisfaction.
4. Persuaded customers to settle credit accounts and resolve disputes effectively.
5. Analyzed overdue accounts and provided insights to management for targeted collection efforts.
6. Maintained accurate records of financial status and collection activities for reporting purposes.
7. Provided exceptional customer service by addressing inquiries and resolving account issues promptly.

#### Accounts Receivable Representative

📅 Feb / 2020-Feb / 2022

Lakeside Apparel Co

📍 Chicago, IL

1. Processed invoices for import vendors, ensuring timely payments according to contractual terms.
2. Managed freight invoice processing, contributing to accurate financial reporting.
3. Generated financial reports for P&L, supporting end-of-year balancing and audits.
4. Served as office backup during supervisor absence, maintaining operational continuity.

### EDUCATION

#### Bachelor of Science in Accounting

📅 Feb / 2018-Feb / 2020

University of Colorado

📍 Phoenix, AZ

Acquired comprehensive knowledge in financial accounting, reporting, and analysis.

### SKILLS

Customer Relationship



Process Improvement



Fax Management



Reporting Skills



Financial Software



### INTERESTS

🔧 Woodworking

🔭 Star Gazing

★ Theatre

🏗 Architecture

### STRENGTHS

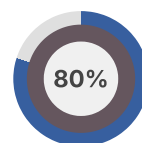
😊 Politeness

🚩 Determination

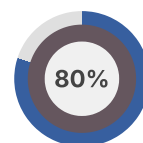
🚀 Ambition

✅ Dedication

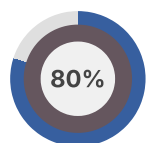
### LANGUAGES



English



Polish



German

### ACHIEVEMENTS

★ Achieved a 15% reduction in overdue accounts through effective collection strategies.

★ Streamlined invoicing processes, reducing billing errors by 20% within one year.