



# ETHAN MARTINEZ

## Accounts Receivable Specialist

### PROFESSIONAL SUMMARY

Resourceful Accounts Receivable Specialist with 2 years of experience in managing invoicing, collections, and account reconciliations. Demonstrates strong analytical skills to enhance cash flow and maintain accurate financial records. Committed to fostering positive client relationships and optimizing payment processes to support organizational goals.

### WORK EXPERIENCE

#### Accounts Receivable Specialist

Apr / 2024–Ongoing

Maple Leaf Consulting

Toronto, ON

1. Maintain and organize accounting files and spreadsheets to document client histories.
2. Manage billing, payments, and correspondence with clients to ensure accuracy.
3. Conduct prompt research to resolve client inquiries and account discrepancies.
4. Draft professional correspondence regarding collection efforts and account status.
5. Communicate consistently with clients to maintain accurate financial records.
6. Perform daily collection calls, documenting interactions and follow-up actions.
7. Prepare and record daily cash deposits, ensuring accurate tracking of income fees.

#### Accounts Receivable Specialist

Apr / 2023–Apr / 2024

Lakeside Apparel Co

Chicago, IL

1. Processed and distributed bulk payments accurately, identifying discrepancies before submission.
2. Handled refund and overpayment inquiries, ensuring compliance with HIPAA regulations.
3. Managed collections for current and past due accounts, enhancing cash recovery processes.
4. Responsible for billing and collections from advertising clients, ensuring timely payments.
5. Entered data into QuickBooks Premier daily, maintaining up-to-date accounts receivable records.
6. Posted customer payments, debits, and credits accurately to accounts.

### EDUCATION

#### Bachelor of Science in Accounting

Apr / 2022–Apr / 2023

University of Phoenix

Denver, CO

Focused on financial management, accounting principles, and business operations.

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### SKILLS

Data Entry

Erp Software Proficiency

Accounting Principles

Regulatory Compliance

Record Keeping

Customer Relationship Management

### INTERESTS

Scuba Diving

E-sports

Reading Fiction

Puzzle Solving

### STRENGTHS

Stewardship

Teamwork

Tenacity

Vision

### LANGUAGES



English



French



German

### ACHIEVEMENTS

Reduced outstanding invoices by 20% through effective follow-up strategies.

Streamlined billing processes, decreasing billing errors by 15%.