



MIA TAYLOR

AR Coordinator

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PROFESSIONAL SUMMARY

As an Accounts Receivable Coordinator with two years of experience, I specialize in invoicing, collections, and account management. My expertise in analyzing financial data and resolving discrepancies has significantly improved cash flow for previous employers. I am eager to apply my skills in a fast-paced environment, ensuring efficiency and accuracy in all financial operations.

WORK EXPERIENCE

AR Coordinator 📅 Apr / 2024-Ongoing
Maple Leaf Consulting 📍 Toronto, ON

1. Managed customer billing, ensuring timely and accurate invoicing.
2. Resolved account discrepancies through effective communication with clients and internal teams.
3. Processed and reconciled all accounts receivable transactions, maintaining precision.
4. Analyzed past due accounts to develop targeted collection strategies.
5. Prepared financial reports for monthly reviews, supporting audit requirements.
6. Collaborated with finance teams to improve operational efficiency in AR processes.
7. Handled all customer inquiries related to billing and payment issues.

AR Coordinator 📅 Apr / 2023-Apr / 2024
Crescent Moon Design 📍 Portland, OR

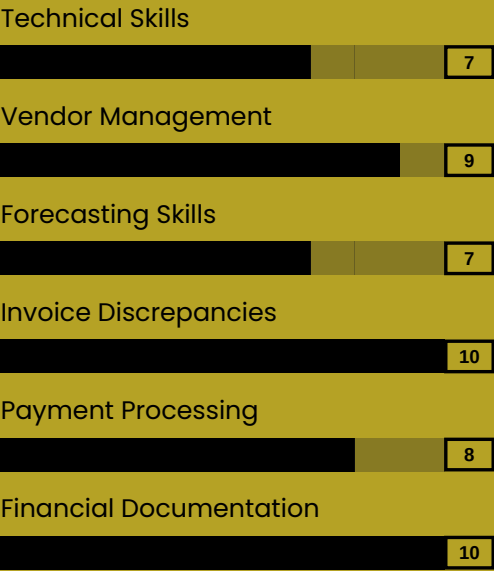
1. Recorded daily payments and prepared bank deposits accurately.
2. Conducted account reconciliations, identifying discrepancies and processing adjustments.
3. Monitored customer accounts for non-payments and communicated effectively to resolve issues.
4. Ensured accurate application of cash receipts, maintaining up-to-date records.
5. Implemented a tracking system for overdue accounts to enhance collection efforts.
6. Collaborated with external stakeholders to resolve payment disputes efficiently.

EDUCATION

Bachelor of Science in Accounting 📅 Apr / 2022-Apr / 2023
University of Anytown 📍 Chicago, IL

Studied financial principles, accounting practices, and auditing techniques.

SKILLS



INTERESTS

- 🗣 Language Learning
- 🏛 History
- 🎨 Art
- 🦋 Wildlife Conservation

STRENGTHS

- 😊 Enthusiasm
- 🦋 Ambition
- 🤝 Diplomacy
- 🔧 Pragmatism

LANGUAGES



ACHIEVEMENTS

- 🌟 Reduced outstanding receivables by 15% through effective collection strategies.
- 🌟 Streamlined invoicing process, decreasing billing errors by 20%.