



JACKSON TURNER

Invoice Auditor

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Invoice Analysis



Regulatory Compliance



Data Analysis Tools



Customer Service



Process Improvement



🎯 INTERESTS

🎵 Music

🍴 Cooking

🥋 Martial Arts

🚣 Fishing

👊 STRENGTHS

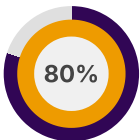
☰ Detail-oriented

➡ Forward-thinking

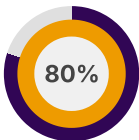
⚙️ Optimism

🚩 Determination

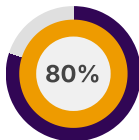
🗣️ LANGUAGES



English



Mandarin



Arabic

🌟 ACHIEVEMENTS

🌟 Reduced invoice processing errors by 30% through detailed audits.

🌟 Streamlined billing workflows, decreasing processing time by 20%.

👤 PROFESSIONAL SUMMARY

Driven Invoice Auditor with over five years of experience in meticulously reviewing and validating invoices. Recognized for identifying discrepancies, ensuring compliance with financial standards, and enhancing billing accuracy. Skilled in collaborating with teams to streamline processes and improve revenue cycle management, ultimately contributing to operational excellence.

💼 WORK EXPERIENCE

Invoice Auditor

📅 Jun / 2021-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Executed timely data entry and verification of invoices, ensuring compliance with established deadlines.
2. Conducted thorough reviews of invoice documentation, flagging discrepancies according to company policies.
3. Ensured proper imaging of load documentation, correcting errors promptly.
4. Communicated verification outcomes and discrepancies effectively to relevant stakeholders.
5. Performed load verifications through multiple channels, adhering to risk management protocols.
6. Uploaded verification documentation to maintain organized records within the system.
7. Monitored and managed departmental queues proactively to ensure efficient processing.

Invoice Auditor

📅 Jun / 2020-Jun / 2021

Summit Peak Industries

📍 Denver, CO

1. Conducted audits of invoices for accuracy related to cable locates.
2. Utilized Microsoft Office tools to analyze and manage billing data.
3. Provided exceptional customer service by addressing inquiries and resolving issues.
4. Reviewed and verified invoices against scanned paperwork from agents for accuracy.
5. Maintained a customer-focused approach while ensuring compliance with industry standards.
6. Demonstrated attention to detail and organizational skills in invoice management.

🎓 EDUCATION

Bachelor of Science in Accounting

📅 Jun / 2019-Jun / 2020

University of Illinois

📍 Denver, CO

Focused on financial auditing, compliance, and billing processes.