

Robert Smith

Invoice Clerk/Representative

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

PERSONAL STATEMENT

Motivated, hard working individual with experience in multiple fields. Experience with coding invoices, creating and updating wellbore schematics, filing papers, answering multiple phone lines.

SKILLS

Accounts Payable,
Faxing, Some excel,
Outlook, Inventory
Management,
Warehouse Receiving,
Medical Billing,
Collections, Customer
Service, Cashier, HR
related duties.

WORK EXPERIENCE

Invoice Clerk/Representative

ABC Corporation - May 2009 - August 2010

Responsibilities:

- Retrieval of contracts from Government-regulated site.
- Building contracts from Government and various companies in a customized program.
- Certification retrieval based on product specification.
- Submitting electronic invoices via Wide Area Workflow for Government contracts.
- Received daily customer orders, prepared an invoice and shipped products Performed weekly inventory counts on company products.
- Compare Invoice to purchase order Request credit if an invoice was overpaid I relocated to Indianapolis Indiana for 6 months.
- Accountable for monthly client invoicing Generate estimates for potential customers File and organize client records.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

Invoice Clerk

Walmart - 2005 - 2009

Responsibilities:

- All the invoices for Walmart #0518 come through me.
- This includes all the invoices for merchandise as well as for utilities, repairs, and any other money paid out on behalf of my store.
- Am also responsible for filing claims for merchandise we were billed for but did not receive, or that was received in unsaleable condition.
- So far this year I have recovered over \$17,000.
- Am the District Champion for our area which means I receive calls from the other stores in our area when there are questions about office matters.
- While I have only been in this particular job for 6 years, I have been with Walmart for 33 years and have worked in a lot of different positions.
- Therefore, I am also able to fill in when needed on the sales floor and also in the Accounting Office..

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Education

- (Tulsa Community College)

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)