

Robert Smith

Lead Invoicing Clerk

PERSONAL STATEMENT

To obtain a position within an organization where can apply skills and background while contributing to the success of the employer.

WORK EXPERIENCE

Lead Invoicing Clerk

ABC Corporation - February 2001 - March 2006

Responsibilities:

- Ordered entry, both electronically as well as manually.
- Answered multi-line telephone system.
- Assisted a global customer base on a regular basis and took pride in being their initial point of contact at the Whitney Tool.
- Computed amounts on invoices before entering into the computer system.
- Recorded and filed purchase orders and invoices.
- Invoiced job tickets into the system to be sent out for billing.
- Invoiced Clerk/Customer Service Parts Department.

Invoicing Clerk

ABC Corporation - 1998 - 2001

Responsibilities:

- Process orders entering them into Sage ACCPAC ERP system, creating invoices, which are then attached to the order, mailed or emailed to customer then filed.
- Fax invoices when required.
- Retrieved orders from various parts of the warehouse and production area to be processed.
- Covered the multi-line phone in the absence of the receptionist.
- Addressed order issues or helped with issue resolution.
- Worked OT when necessary..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Business - (Arizona State University - Phoenix, AZ)

CONTACT DETAILS

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

SKILLS

Microsoft Office,
Technical Skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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