

# JACKSON TURNER

## Remittance Processor

support@qwikresume.com (123) 456 7899 Los Angeles  
www.qwikresume.com



### PROFESSIONAL SUMMARY

With a strong foundation in remittance processing, I bring 2 years of experience in managing high-volume transactions and ensuring compliance with financial standards. My expertise in payment reconciliation and advanced software tools enhances operational efficiency. I am dedicated to maintaining accuracy and delivering exceptional service to support organizational objectives.

### WORK EXPERIENCE

**Remittance Processor** Jun / 2024-Ongoing  
Maple Leaf Consulting Toronto, ON

1. Processed over 1 million customer mail payments daily, ensuring accuracy and timeliness.
2. Conducted research and analysis to balance daily billing processes and entered checks into Cash Track Software.
3. Generated comprehensive cash reports and reviewed payments for proper crediting.
4. Encoded checks for bank deposits and managed returned checks due to various issues.
5. Reconciled spreadsheets with month-end reports from the bank on NSF transactions.
6. Provided support to other departments by communicating effectively and resolving issues.
7. Maintained detailed records of transactions for auditing purposes.

**Remittance Processor** Jun / 2023-Jun / 2024  
Lakeside Apparel Co Chicago, IL

1. Verified the accuracy of information in the computer system, ensuring data integrity.
2. Eliminated outdated records by facilitating electronic scanning and storage.
3. Compiled statistical data for special financial reports and analysis.
4. Organized billing and invoice data, preparing detailed accounts receivable reports.
5. Posted payments to patient accounts, ensuring timely and accurate transactions.

### EDUCATION

**Bachelor of Science in Accounting** Jun / 2022-Jun / 2023  
University of Illinois Chicago, IL

Studied accounting principles, financial reporting, and auditing practices.

### SKILLS

Data Entry Software  
Payment Reconciliation Software  
Technical Skills  
Foreign Currency Exchange  
Software Proficiency

### INTERESTS

Home Brewing Wildlife Conservation  
Running Public Speaking

### STRENGTHS

Willingness Wisdom  
Zeal Ingenuity

### LANGUAGES

English Japanese Polish

### ACHIEVEMENTS

- Processed over 1 million transactions monthly with 99% accuracy.
- Improved transaction processing time by 20% through system optimization.