

**Daphne Rogers**  
(123) 456-7890  
d.rogers@youremail.com  
555 Third Street, Atlanta, GA 09876

## Profile

Dedicated accounts receivable (A/R) specialist with over eight years of experience. Knowledgeable in A/R practices such as internal controls, understanding B2B's, and credit and collections management. Excellent analytical skills with the ability to prioritize and meet deadlines.

## Professional Experience

### **Accounts Receivable Specialist, Rental Max, Atlanta, GA**

*November 2015 - Present*

- Implemented new procedures for the A/R department, resulting in increased efficiency by reducing invoice processing time by 22%
- Responsible for training new A/R team members on procedures, policies, and duties
- Led company implementation from Oracle software to QuickBooks, completed within 30 days, without disrupting accounting processes
- Builds and maintains healthy customer relationships to ensure timely payments

### **Accounts Receivable Clerk, Roberts HVAC Systems, Atlanta, GA**

*June 2012 - October 2015*

- Completed day-to-day A/R duties such as invoicing, researching discrepancies, and performed administrative duties to support accounting staff
- Set up new customer account information and entered data into the central database
- Responsible for completing monthly financial closing for the A/R department

## Education

### **Associate of Science in Business Administration**

*Franklin Community College, Atlanta, GA, September 2010 - May 2012*

## Key Skills

- Advanced user of Microsoft Excel and QuickBooks
- Attention to detail and works well under pressure
- Excellent interpersonal and communication skills
- Accurate and fast data entry
- Analytical thinker with strong organizational skills

## Certifications

- Accredited Receivables Specialists (ARS), IOFM, 2017
- QuickBooks Certification, NACPB, 2016