

Professional Experience

Billing Specialist

Cormac Construction Pros., Detroit, MI | May 2021 – Present

- Perform analysis of aging accounts receivable, develop relationships with clients to establish payment plans and billing schedules, and reduce delinquent accounts by 30% over six months
- Create and deliver invoices for residential construction services and raw materials valued at \$5K-\$45K, including creating detailed itemized receipts for the billing department
- Track and monitor accounts receivables using Microsoft Excel and Quickbooks

Inventory Analyst

Kohl's Department Store, Detroit, MI | May 2020 – May 2021

- Interfaced with the inventory manager to analyze stock levels, identified count discrepancies, and conducted forecasting to ensure optimal product stock based on sales
- Provided support to organize shipments based on product categories and SKUs and identified opportunities to enhance the efficiency of inventory management procedures

Education

Bachelor of Science (B.S.) Accounting

University of Michigan, Ann Arbor, MI | September 2017 - May 2021

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A Billing Specialist with entry-level work experience, specializing in accounts receivables, customer service, and account reconciliation. Adept at identifying opportunities to enhance billing procedures and create payment plans to reduce account delinquencies.

Key Skills

- Accounting
- Billing Procedures
- Customer Service
- Accounts Receivable
- Accounts Payable