**Thaironya Powe**

**1708 Empire Mine Drive, Henderson, NV 89014 | (702) 273-5234 | thaironyap1985@gmail.com**

**Professional Summary**

**Energetic and results-driven professional experience in all aspects of accounts receivable, accounts payable, and payroll management. Successful track record in collections and escalations.**

**Skills:**

* **Multitasking- Ability to handle several tasks simultaneously calmly and efficiently.**
* **Leadership- Ability to positively influence others**
* **Prioritizing- Ability to tackle multiple tasks at once with priority to importance**
* **Dependable- Punctual and efficient at carrying out duties**

**Work Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AR/Billing Coordinator,** September 2020 to Present

A-1 Mechanical & Electric - Las Vegas, NV

   • Verify transaction information, compute charges and prepare invoices

   • Create account statements and monitor accounts for non-payments or delayed payments

   • Follow up on outstanding payments and initiate collection efforts

   • Update accounting records with issued invoices, processed payments, and new balances

   • Allocate customer payments within QuickBooks and Service Titan

   • Inbound/outbound customer service calls and scheduling/dispatching service calls

   • Manage relationships with service accounts, ensuring that all items are invoiced and paid on time

   • Prepare and process bank deposits and payments daily

**Payroll/Accounting Clerk,** April 2019 to August 2020

Climate Control Experts - Las Vegas, NV

   • Maintained payroll for multiple companies by collecting, calculating, and entering data into payroll software

   • Managed payroll liabilities and wage garnishments

   • Prepared, posted, and recorded customer payments and transactions related to accounts receivable

   • Created customer invoices; Researched and collected on past due customer accounts

   • Data entry for accounting records, including accounts payable, billing, and accounts receivable

   • Completed payments of invoices associated with accounts payable and reconcile monthly vendor statements

   • Managed all administrative duties in the office and ensured office ran smoothly

   • Inbound/outbound customer service calls and scheduling/dispatching service calls

**Office Manager,** April 2014 to April 2019

Lindy's Salon - Las Vegas, NV

   • Handled inbound calls, scheduling and customer escalations

   • Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands

   • Updated paperwork, maintained document processing and filing

   • Created customer invoices and managed customer payments and accounts receivable

   • Implemented and maintained company procedures

**Management Associate,** December 2010 to April 2014

Hertz/Dollar Rent A Car - Las Vegas, NV

   • Supported achievement of location sales and margin goals

   • Ensured positive customer experience by effective management of rental process

   • Achieved individual sales goals and customer service goals

   • Grew sales, utilizing business-to-business sales tactics

   • Maintained vehicle DMV records and scheduling vehicle maintenance

   • Provided support for the branch's business plan by assisting the location manager with billing

       issues and processing payments

**Political Organizer,** January 2009 to December 2010

Advanced Micro Targeting, Inc. - Las Vegas, NV

   • Helped launch a political campaign and build a team of staff

   • Educated and engaged citizens on pressing issues

   • Recruited and managed a team of campaign volunteers

   • Made house visits to persuade voters to vote in support of our candidate

   • Recruited, trained and managed a team of staff in the office and in the field

   • Organized team meetings to set daily goals

**Finance Assistant,** August 2005 to January 2009

Zappos.com - Las Vegas, NV

   • Handled vendor statement reconciliation

   • Performed routine calculations to produce reports as requested by the finance director

   • Accounts payable and accounts receivable data entry

   • Collected and entered data for various financial spreadsheets

**Education\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bachelor of Science in Business Administration**, December 2007

University of Nevada, Las Vegas – Las Vegas, NV

**Honors High School Diploma**, June 2003

Green Valley High School - Henderson, NV

**Certifications\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notary Public, State of Nevada**

Commission expires June 17, 2024

**Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Microsoft Office Suite, QuickBooks, ADP, Service Titan