Nicole A. Cottle

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Summary

A passionate freelance web developer seeking a junior web development position or internship in the interest of gaining proper experience and training for a career as a Full Stack Developer within a Startup to Mid -level company.

Software Skills

Microsoft Office | QuickBooks Online | Ms Great Plains | ADP | Salesforce | Deputy | AS400 | FIS | Filezilla Linux | Mac | Windows | Code Pen | Gimp | Inkscape | GitHub | Komodo | Mail Chimp | Skype | Wordpress

Certifications

Notary Public | QuickBooks Certified User Certified | Excel Advanced User

Experience

Ryder - Shared Service Center

February 2018 - Current

Rental Billing Associate II

- Analyze billing discrepancies and make appropriate adjustments in order to bill customer timely
- Correct exceptions and resolve issues with assistance from RM / RAM / DOR utilizing standard escalation protocol
- Act as liaison between customers and rental counter to resolve invoicing discrepancies with the use of Salesforce
- Reconcile and balance General Ledger accounts
- Analyze month end reports to ensure correct revenue is accrued or unaccrued from each rental billing locations
- Monitored and maintained general rental billing mailbox, distributing incoming mail to appropriate recipient
- Responsible for Odometer input and management through FIS and RIDE odometer entry
- Observe 255 rejections and correct unit surplus accounts on rental and lease units
- Research and correct agreements missing Dealer codes

Cady Studios

August 2017 – February 2018

School Support Rep | Data Accuracy Manager

- Coordinate with studio managers to schedule photographers for upcoming school events and studio photo shoots
- Using data files to create accurate student portfolios
- Formatting incoming data sheets to match existing online database parameters
- Image processing
- Creating financial reports using pivot charts and Salesforce
- · Printing and shipping specialty photo packages and student IDs
- Create dashboards in Excel and Google sheets that assist users with event planning, financial recording and data manipulation

Bayview Logistics, Inc.

April 2015 - August 2017

A/P | A/R | Admin | Dispatcher

- Three-way matching and coding of invoices (100 daily on average)
- Created and distributed bills to customers via e-mail, postal services or hand delivery
- Prepared weekly payroll for both hourly and salary employees
- Submitted and received payment in the forms of checks, ACH payments, wire transfers and cashl CODs
- · Complete and submit 1099 and W-2 tax forms, workers' compensation forms, and notarial documents
- Set up recurring journal entries in the General Ledger
- Perform monthly and year end financial reconciliations
- Prepare monthly past due statements and contacted customers in regards to payment
- · Coordinate and resolve various issues with bank such as cleared check differences, and bank fee anomalies
- Interact with both customers and vendors to resolve billing inquiries
- Scheduled delivery appointments and dispatched drivers accordingly
- Kept record of driver and truck files current
- Performed general administrative tasks
- Avoid legal challenges and protect organization's value by keeping information confidential

Weblore.Tech

July 2014 - August 2016

Freelance Web Developer / PC Technician

- · Repair, build, upgrade, personalize and provide virus removal services for personal desktops and laptops
- Offered desktop support via phone and/or screen share software (Show My PC)
- Traveled to local businesses and made home visits in order to perform network configuration and on-site pc maintenance and repairs
- Developed responsive, e-commerce and blog web sites for small businesses
- Periodically monitored websites to insure speed and SEO compliance

Petland Discounts, Inc.

May 2010 - January 2015

Manager

- Oversee the productivity of entire staff in a fast-paced retail environment
- Traveled to other locations to ensure each met company quality as well as state requirements
- Opened and closed store, which included counting cash draws and making bank deposits
- Addressed customer questions and concerns in person or via telephone
- Educated customers and staff on new products and service offerings
- Processed dry goods shipments and maintained organized and well stocked shelves
- Maintained livestock

Education

West Wood College

Currently in pursuit of Bachelor's degree: (60 Credits Obtained) Software Development