***Nicole A. Cottle***

**Location:** Alpharetta, Ga 30009 | **Phone**: (551)- 666-1692 | **Email**: [Nicole@](mailto:Ncottle1991@Gmail.com)Weblore.Tech

**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 cash| 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