**Debra Iaquinto**

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**Summary**

Accounts Receivable representative with proven success in various positions including customer service, assess and resolve customer payment issues and telephones. I am not afraid to try new things. Handles tasks with accuracy and effciency.

**Skills**

Customer and Personal Service Coordination

Cler ical Computer and Electronics

Service Orientation Time Management

Active Listening Judgement and Decision Making

**Experience**

Customer Service Jan 2016-Present

CEVA Logistics Limited Bloomington MN

Schedule incoming non retail loads for the Bloomington warehouse for Target. Communicate through email. Keep excel files up to date and sending each day for accurate information.

Receptionist-Part Time Aug 2015-Jan 2016

Medifast Apple Valley , MN

Greet clients as they come in and make future appointments. Answer phones, pull

client files for the next day and set up new files. Restock the food room.

*Part Time General Clerk May 2015*-Dec 2015

*Kemps Farmington*, *MN*

Responsible for placing orders to fill customer needs. Also checking in semi-trucks

to be loaded and unloaded. Responsible for keeping the data current in the company

database.

*Collections Clerk Feb 2015*-*Apr 2015*

*Five Star Professional Eagan, MN*

Make soft collection calls and send emails to clients with past due balances from

2013 and 2014.

*Accounts Receivable Clerk May 1991*-*Nov 2014*

*Thomson Reuters Eagan, MN*

MN Daily credit card and check payment application. Conducted analysis to

address mis-applied payments and correct. Provided training for temps. Worked in

different databases to research and analyze payment application for customers.

Processed refunds in check form and refunds to credit cards. Worked well without

much direction.

**Education**

*High School Diploma Jan 1974*

*Coon Rapids High School*

High School Diploma: 1974 Coon Rapids High School - Coon Rapids, M N