**Richard C. Auclair Data Entry Specialist**

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Dynamic, highly analytical accounting clerk skilled in statistics, process improvement, and team leadership. Over 25 years of hands-on experience in diverse positions. Consistent record of success in fast-paced roles. Excels in reconciling discrepancies. Personable and engaging with the communication skills needed to build consensus on critical initiatives.

Areas of Expertise include:

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| * PowerPoint | * Data Analysis | * Analytics |
| * Advanced Excel | * Billable Revenue Growth | * Outlook |
| * Invoice Coding | * Quality Control | * FileCenter |

# Professional Experience

**ROBERT HALF INTERNATIONAL**• Houston, TX • April 2022 to May 2022

**Accounting Clerk**

Brought on to support claim adjusting for a 3rd-party administrator for Lloyd’s of London by reconciling multiple lost loss funds. Identified discrepancies between accounting records in QuickBooks & related bank statements in FileCenter for multiple banks.

### Key Accomplishments:

* Identified unpaid accounts receivable from brokers totaling $1.9M, some extending back years.
* Reformatted all financial statements created by multiple employees, past & present, for consistency & legibility for ownership review & information.

**EXPRESS EMPLOYMENT PROFESSIONALS** • Houston, TX • March 2020 to March 2022

**Oil Analyst**

Brought on to support oil marketing – entering sale, purchase, transportation & storage transactions. Monitor inventory & storage capacity at multiple stations. Complete ad hoc reconciliations & overage & shortage reports. Invoice coding in Enverus OpenInvoice & administrative support through customer service.

### Key Accomplishments:

* Identified systemic flaws in the record keeping systems of a station that caused discrepancies of over $200k/month.
* Reconciled deliveries & distribution of delivery details & summaries for all crude distributors to ensure they were paid in full & on time.
* Recovered thousands in A/R by identification of discrepancies between payments received & balances due.

**PROFESSIONAL ALTERNATIVES** • Houston, TX • January 2020 to February 2020

**Lockbox Specialist**

Brought on to support property tax operations - leverage best practices to process checks and coupons for taxes payable to Harris County. Complete ad hoc projects and relief data entry.

### Key Accomplishments:

* Processed millions of dollars in property tax payments in one month.

**FLEXSTEEL PIPELINE** • Houston, TX • April 2014 to June 2019

**Data Entry Specialist**

Utilized advanced Excel, including pivot tables, lookup formulas, and conditional formatting, to enhance documentation and support field services and billing departments. Completed stringent quality control on all entries through detailed audits and deep-dive reviews.

### Key Accomplishments:

* Designed new workbooks to improve reporting.
* Led a team that recovered $3M per year in previously unbilled revenue.
* Trained three data entry specialists to identify and correct daily field ticket errors.
* Increased billable revenue in field services by 50% for five years.

**OFFICE TEAM** • Houston, TX • April 2013 to March 2014

**Data Entry Specialist**

Requested to perform data entry in Excel in support of field services & billing operations.

### Key Accomplishments:

* Recovered $4M in previously unbilled services (from $6M to $10M) within 11 months.

**TOP TAX DEFENDERS** • Houston, TX • November 2012 to April 2013

**Resolution Specialist**

Prepared Offers in Compromise for submission to IRS to resolve client tax debt cases.

**TAXMASTERS** • Houston, TX • January 2009 to April 2012

**Collections Alternatives Specialist**

Prepared Offers in Compromise for submission to IRS.

*Previous Experience (2005 – 2008):*

**Inspections Clerk**, Evergreen General, Houston, TX

**Upper School Math Teacher**, Miami Country Day School, Miami Shores, FL

**High School Math Teacher**, Thurgood Marshall High School, Missouri City, TX

**High School Math Teacher**, Margaret Wisdom High School, Houston, TX

# Education

**Bachelor of Science in Mathematics**

UNIVERSITY OF HOUSTON • Houston, TX

## Military Service

Microsoft Excel Certified (Two Years), 2019-2021

## Military Service

Veteran, US Army & Individual Ready Reserve