Rosetta Muoio

29 Marcel Meloche

Montreal, QC H9J 1K5

Tel : 514-531-4755

Email : Rosie.gary@hotmail.com

PROFESSIONAL EXPERIENCE

|  |  |
| --- | --- |
| Sept 1989 – Apr 2018 | FLS Transportation Services, Inc. – Senior AR Coordinator   * Performed various accounting roles in the AR * Was responsible for the collection of funds of hundreds of accounts, some of which were very large and complex * Provided excellent customer service and worked with the companies customers on solving invoice related issues and disputes * Trained new staff in receivables on how to work with customers portals |
|  | FLS Transportation Services, Inc. – Customer Service Representative   * Order entry of shipments * Tracking and tracing * Sales |
|  | **FLS Transportations Services, Inc – Billing**   * Was responsible for invoicing and providing documentation of shipments to the customers |
|  | **FLS Transportation Services, Inc. – Reception**  - - Answered hundreds of calls  - - Took messages  - - Assisted colleagues with administrative duties  - Sorting and distributing the mail |

EDUCATION

|  |  |
| --- | --- |
| 1979 - 1983 | William Hingston High School  High School Diploma |

LANGUAGE SKILLS

* English: Fluent
* French: Fluent
* Italian: Fluent

PERTINENT QUALITIES

|  |
| --- |
| * Have worked with AccPac, TMW, and possess good Excel skills * Team player * Excellent multi-tasking abilities as demonstrated by my involvement in various accounting departments * Fast learner with a constant desire to improve and learn more |