

Amie Adams

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PROFESSIONAL SUMMARY

Detail-oriented accounting and technology professional with extensive experience in accounts receivable, billing, financial operations, and full stack web development. Skilled in ERP systems, software development, process improvements, and client relations to drive efficiency and innovation in both financial and technical environments.

CORE COMPETENCIES

Accounting Operations • Accounts Receivable • ERP Systems (PeopleSoft, SAP, NetSuite) • Full Stack Development (Python, JavaScript, HTML, CSS, React, Node.js) • Database Management (MongoDB) • Git & GitHub • Financial Reporting • Process Improvement • Client Relations

PROFESSIONAL EXPERIENCE

University of Texas Southwestern – Dallas, TX

Accounting Clerk I | Feb 2025 – Present

- Process invoices and purchase orders in PeopleSoft, ensuring compliance with financial protocols.
- Maintain and reconcile production reports in Excel, improving expenditure tracking.
- Resolve accounting inquiries via ServiceNow to streamline operations and support timely financial processing.

Accounts Receivable Consultant (Carrier Corp., City of McKinney, ASAP Personnel)

Oct 2017 – Mar 2024

- Managed 200+ B2B accounts across 4 regions, reducing AR balances from 85% to 35%.
- Streamlined collections and dispute resolution, boosting collection efficiency by 20%.
- Created billing strategies and enhanced invoicing accuracy, increasing regional revenue flow by 10%.

University of Arkansas for Medical Sciences – Little Rock, AR

Medical Billing Specialist | Aug 2012 – May 2017

- Reduced claim denials by optimizing coding systems and verifying patient coverage.
- Generated monthly performance reports and improved interdepartmental efficiency.

- • Ensured timely submission of claims, meeting strict deadlines and compliance requirements.

EDUCATION & TRAINING

NPower – Full Stack Development Program | 2025 (Expected Completion)

- • Hands-on experience in JavaScript, HTML, CSS, React, Node.js, APIs, and SQL/MongoDB.
- • Built dynamic, responsive web applications and practiced Agile development methodologies.
- • Developed collaborative projects showcasing front-end and back-end integration skills.
- • Applied Git and GitHub for version control, collaboration, and project deployment.

TECHNICAL SKILLS

PeopleSoft | NetSuite | QuickBooks | SAP/S4HANA | Excel (Pivot Tables, VLOOKUP, XLOOKUP) | Outlook | Word | JavaScript | React | Node.js | HTML | CSS | SQL | MongoDB | Git & GitHub