Cheryl Beedle

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Objective

Seeking to utilize my expertise in accounting and billing to make a value added contribution as an Accounting Clerk or Administrator.

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| Skills   |  |  | | --- | --- | | * MS Word and MS Excel * Excellent communication skills * Results-oriented * Experienced in customer service | * Data Entry * Strong interpersonal skills * Team player * Excellent organizational skills | |  |

Experience

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| --- | --- |
| Colony Hardware Supply New Haven, CT  Billing Clerk | 1999 – August 2011 |

* Responsible for billing over 600 customer orders per day
* Supported two locations: New Haven, CT and Boston MA
* Verified each order for correct quantity, proper delivery information and accurate customer information
* Processed all customer invoices on a daily basis, identifying and separating those that need additional research
* Gather special information for customers as requested. Examples include preparing Proof of Deliveries, reconciling discrepancies, and other general inquiries and problem resolutions
* Acted as a liaison for the Accounting Department between two facilities
* Responsible for handling all overflow calls from the Sales Department

Circuit City Orange, CT 1995-1999

**CD Music Specialist**

* Replenished all CD stock on the sales floor
* Assisted customers with their music selections
* Cashier on computerized system

Hallock’s Hamden, CT 1993

**Receptionist/ Accounts Receivable Clerk**

* Administered incoming phone calls
* Recorded all payments
* Reconciled sales contracts daily

Stone Insurance Agency Meriden, CT 1990-1991

**Sales Representative**

* Initialized new accounts
* Evaluated existing clients insurance coverage and recommended appropriate coverage
* Processed new applications and policy amendments
* Computer entry, problem resolution and negotiation

Education

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| North Haven High School 1979  References available upon request |  |