**MONICA MARACZI**

**133 Old Turnpike Rd**

**Southington, CT 06489**

**(203) 285-7011**

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**OBJECTIVE**

To secure a mid-level permanent Accounting position utilizing skills and experience. A motivated team player who is always eager to learn new tasks and take on any challenges, with a proven ability to excel in a fast paced work environment where a conscientious work ethic is valued.

**EXPERIENCE**

2007-2009 Concord Industries – Norwalk Connecticut

**Senior Accounts Payable**

* Assisted monthly accrual closing adjustments and account analysis
* Coded expenses and maintain the general ledger accounts
* Directed liaison between Controller, buyers, and vendors regarding payment
* Processed and applied all cash receipts, credit card payments and lock box
* Entered and posted manual payments and direct disbursements
* Managed and maintained all accounts payable and receivable files

2006-2007 Alliance Energy- Branford- Connecticut

**Cash Applications Processor/ Billing Clerk**

* Responsible for the Point of Service credit reports for all customers
* Collected and posted financial data for cost-effective business planning
* Recorded charges, refunds, cost of lost or damaged goods, and freight
* Maintained customer relations for corporate and personal accounts
* Reconciled short payments and unapplied payment via account collections
* Handled Electronic Fund Transfers for customers across several states
* Processed credit applications for new vendors

2004-2006Lillian August- Norwalk Connecticut

**Customer Service Assistant**

* Improved response and resolution times for customer grievances
* Handled all processing and scheduling of inventory
* Performed daily external and internal client communications
* Provided administration support for customer service department

**EDUCATION**

2009-Present Lincoln College of New England- Southington Connecticut

**Pursuing Associate of Applied Science; Business, Accounting Concentration**

* Financial Accounting
* Principles of Management
* Managerial Accounting
* Accounting Applications