**Deleeshus D. Lopez**

3 Gayridge Rd. Apt. 302 Phone: 203-613-1266

Waterbury, CT 06705 [deleeshuslopez@yahoo.com](mailto:deleeshuslopez@yahoo.com)

**Accounts Receivable**

A highly energetic, skilled professional, is seeking a position as an Accounts Receivable in a renowned organization. Excellent cash handling and bank reconciliation skills. Known by management to be very responsible and a **“Self-Starter”**. Proven skills in

Account Management Payroll Daily Deposit Preparation

Accounts Receivable Implementing Account Reconciliation

Accounts Payable Monitoring Cash Applications

Problem Solving Auditing Recordkeeping

**Professional Experience**

**Resolution Specialist**

* Identified, assessed, and resolved issues within Collections area of responsibility.
* Received and verified invoices and requisitions for goods and service.
* Prepared batches of invoices for data entry and processed backup reports after data entry.
* Prepared vendor checks for mailing.
* Provided administrative/secretarial support for the department/division such as answering telephones, assisting visitors, and resolving and referring a range of administrative problems and inquiries.

Bilingual Accounts Receivable and Accounts Payable Specialist

* Handled inbound calls pertaining to the reconciliation and collection of delinquent accounts, either directly or through appropriate channels including payment inquiry and arrangements.
* Balanced clerical responsibilities, sorted and filed documents, worked well under pressure, conducted research assignments.
* Organized, reviewed, and processed customer billing transactions.
* Obtained supporting documents to validate or deny claim.
* Assisted with credit applications and processed invoices.
* Processed cash receipts, journal entries, posting to the GL, and daily bank deposit.
* Performed account reconciliation including analysis of payments on aging reports.
* Maintained all credit department documentation which included processing of credit applications, pulling credit reports and sending credit references.

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**Assistant Manager**

* Completed daily paperwork and computer entry in a timely manner as established by

management.

* Implemented and enforced all merchandising and vendor policies and procedures.
* Enforced all safety and security Issues and reported any and all unsafe conditions.
* Conducted regular safety and security meeting and documented with employees attending

signatures.

* Reported and processed all employee and customer incidents or accidents following

company procedures.

* Assisted in the recruiting of, recommended for hire, and trained employees.
* Prepared deposit slips

**Employment History**

**Resolvion, Shelton, CT** 2010-June 2011

Resolution Specialist

**Equilease Financial Services, South Norwalk, CT** 2008-August 2010

Bilingual Accounts Receivable and Customer Service Specialist

**Crescent Bank & Trust, Baton Rouge, LA.** 2007-July 2008

Bilingual Accounts Receivable and Customer Service Specialist

**Rent-Way, Hammond, LA.** 2004-March 2007

Assistant Manager

**Texaco, Hammond, LA.** 2002-February 2004

Assistant Store Manager

**Education**

**A.S. in Business Administration; Savannah, Ga.** 2008-2010

**Computer Skills**

Microsoft Word, Excel, PowerPoint; PeopleSoft; Data Entry