**Leigh Anne Tompsen**

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**Professional Experience**

**Neopost USA, Milford, CT 2003 – 2010**

**Senior Collections Representative**

**- Collected and maintained a multi-million dollar portfolio reducing DSO on a daily basis**

**utilizing the JDE and Oracle in-house systems.**

* **Worked closely with Accounts Receivable, Accounts Payable, Customer Service, Purchasing, Sales, Cash Applications and Service Department to streamline processes and procedures to ensure prompt and efficient service to dealers and customers.**
* **Worked with Siebel and RMA systems to ensure disputed items and credits were resolved in a timely manner.**
* **Monthly meetings with the V.P. of Finance to review collection efforts as well as departmental**

**concerns.**

* **Assisted Management with the requirements and set up of the upcoming upgrade to a new**

**Oracle System.**

* **Performed credit reference checks as needed.**
* **Authorized release of orders depending on credit status.**
* **Posted monthly dealer commissions.**

**SimplexGrinnell, East Berlin, CT 2002 - 2003**

**Office Manager**

* **Managed 5 staff members on a daily basis.**
* **Daily duties included managing Accounts Receivable, Accounts Payable, Collections, Human**

**Resources and Payroll Departments.**

* **Worked directly with Regional Manager to implement new business procedures in order for**

**the company to operate more efficiently.**

* **Performed annual performance reviews and hired all office personnel.**

**Hall Truck Appraisers 1996 – 2002**

**Office Manager**

* **Owned and operated Hall Truck Appraisers performing duties which included Accounts**

**Receivable, Accounts Payable, Collections, Payroll and Petty Cash.**

* **Also responsible for managing and hiring all office personnel for (3) locations.**
* **Maintained close customer contact on a daily basis in order to provide efficient and prompt**

**customer satisfaction.**

**Education**

**Stone Business School – Diploma – 4.0 Average**

**Foran High School – Diploma**

**Technical Skills**

**Proficient with Microsoft Excel, Word, Outlook, PowerPoint, Quicken, AS400, Siebel, JDE & Oracle 11.9. Typing Speed – 110 WPM**