

# Skyler Thompson

123 Windermere Rd.,  
Seattle, WA 12345  
skylertompson@example.com  
(123)456-7890

A Billing Specialist with 10+ years of experience, specializing in accounts receivable (AR), billing operations, payment processing, and team management. A strong history of coordinating cross-functionally with various departments to resolve billing discrepancies and aging AR.

## Key Skills

- ◆ Billing Automation
- ◆ Cross-Functional Collaboration
- ◆ Accounting
- ◆ Data Analysis
- ◆ Accounts Receivable (AR)

## Professional Experience

### Billing Specialist

*IT Management Pros., Seattle, WA | May 2016 - Present*

- Coordinate cross-functionally with various departments to evaluate billing procedures, customer invoices, billing adjustments, and account reconciliations for payments valued at \$50K-\$200K for an IT services provider
- Interface with client billing teams and management to address concerns, conduct adjustments, and identify payment solutions for past due accounts
- Analyze and track 450 invoices per month and develop an automated billing process to eliminate manual data entry and save over 20 work hours per week

### Billing Specialist

*Seattle Tech Services Co., Seattle, WA | May 2011 - May 2016*

- Created, analyzed, and delivered invoices for technology services across 30+ client accounts, processed \$100K in monthly payments, and ensured billing accuracy
- Interfaced with customer accounts to review charges, resolved discrepancies, and created structured payment plans to reduce past due accounts by 20%

## Education

### Bachelor of Science (B.S.) Accounting

University of Washington, Seattle, WA | September 2007 - May 2011