La-Trece Lewis

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| Objective | To work with a company where my skills and knowledge will help me advance while helping the company excel and meet long-term goals for the future. |
| Education | |  | | --- | | 2002 – 2003 University Of Phoenix Independence, OH  Major – Business Management and Administration  1994 – 1996 National Education Center Of America Cleveland, OH   * Major – Medical Assistant and BusinessAdministration * 1993 – 1995 Notre Dame College / Cuyahoga Community College Cleveland, OH * Major – Business Management and Administration | |
| Awards Received | * **2011 – 2018** Performance Bonuses and Gift Cards for Achievement. * **2005 - 2008** Received bonuses for Outstanding Achievement. * **2002** Trip to Canada for Outstanding Achievement. * **2001** Office Harvey Ball Trophy for Outstanding Achievement. * **1997- 2003** Win Awards bonuses for Outstanding Achievement. * **1995** was the class Valedictorian at NEC. |
| Professional Experience | 2016 - 2018 ***Mortgage Information Services*** Warrensville Heights, OH  Funding Department Research Analyst   * Detail oriented, set goals, prioritizes daily duties, worked both independently and contributed with a team, to met the department overall goal. * Worked independently and met deadlines on various special projects from President and Vice President. Possessed the skill to display the utmost level of professionalism, tact, and discretion. * Created, prepped and investigated findings for spreadsheets consist of trial, outstanding, shortage and held balances of funds that should be internal (in house) and external release to clients. * Issued refunds by check or wired to clients and borrowers and collected funds due from clients at my discretion but within company guidelines. * Built a successful relationship with clients (lenders and borrowers) and understanding structures and procedures. Worked with confidential information and situations. * Assist with audits for internal (in house) and external (lenders) by providing information needed as soon as possible.   2011 - 2016 ***Pentair plc (acquired ERICO International)*** Solon, OH   * Financial Control - Credit Associate Finance & Cash Applications Receivables * Responsible for all aspects of applying payments or credits to client's accounts based on remittance documentation in a timely and accurate manner. Managed deductions, rebates, and chargeback are received by clients. Contacted clients regarding billing discrepancies, check deductions, unapplied cash and check application issues. * Reconciled of client invoices where discrepancies exist between invoiced documentation and payment or credit received from client. Created solution to minimize future chargebacks. * Processed all Cost Recovery information into the system from clients in order to receive rebate. Assisted with posting Commissions for Sales / Rebates. * Mentor and trained other team members (Minnesota) on job functions and AS400 system with Microsoft Office programs. Pulled daily banking reports for North America, Canada and International of incoming cash deposits. Balanced daily cash against bank reports and met all deadlines.   2009 - 2011 ***Adecco Staffing Agency*** Beachwood, OH   * Various Temporary Assignments * HR Call Center & Supplier Diversity Associate, Customer Service / Finance Department, Trained in using Dunn and Bradstreet by gathering, compiling, and maintaining basic credit information, as well as credit line approval.   2007 - 2009 ***Federal Reserve Bank Of Cleveland***  Cleveland, OH   * Check 21 Operations Trainer * Received and dispatched checks through sorting incoming deposits and sending them to the correct institution to ensure proper check clearing. Sorted and batch incoming checks off the printer from imaging. * Keyed data information such as the dollar amount, bank route number and account number through the use of Access software. * Worked mandatory overtime daily. Used effective time management skills with the ability to work under pressure with a team and meet deadlines. * Shift turn over information provided to the next Check 21 Operations Trainer and lead. Help with testing in new developments of operations nights and in other departments as needed (i.e. Currency/Vault and High Speed)   2003 – 2007 ***Sky Bank***  Cleveland, OH  Lockbox Associate   * Imaged checks, coupons, envelopes, and remittance by running through the Opex Machine. Extraction, sorting, batching and preparation of checks and remittance documents according to clients specified procedures and instructions. Prepared checks and remittance documents in a high production environment with stringent requirements for quality and timeliness. * Processed bank by mail payments (Loan coupons such as mortgage note, home equity loan, car payment, property taxes, water bills, etc.) from the post office boxes. * 1996 – 2003 ***Stanley Access Technologies*** Solon, OH   Service and Planned Maintenance Coordinator   * Processed weekly payroll, daily timecards and reviewed with new hires mandatory paperwork. Processed all door information, service invoices and purchase orders live in SAP, while service technicians are on site. Processed and mailed Warranty letters with maintenance manuals from Microsoft Word for new commercial door contracts. Gathered and verified new and existing client’s credit information for lines of credit via DNB credit report. * Dispatched service calls to technicians and provided lead-time to clients. Trained out of state co-workers procedures on billing with SAP. |
| References | Furnished upon requested. |