

Thea Montano

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WORK EXPERIENCE

Credit & Remittance Analyst

Total Safety Inc. – Houston, TX – February 2017 to Present

- Portfolio of 500+ customers
- Processing and Approving Credit Apps with credit limit up to \$100k.
- Monitoring credit limits, along with assessment of trade references, and research of DNBI, along with credit reviews on a monthly basis. Research and resolve any customer disputes, Evaluate and resolve credit hold issues on all delinquent accounts
- Completing new client system set-ups and maintain all client credit files.
- Review and monitor client portfolios of Debtors exceeding credit limits- submit demand letters as needed.
- Apply Cash Applications, Handle Lockbox deposits daily,
- Run aging reports for weekly collection meetings
- Cleaning up Unapplied Cash
- Obtain Payments in billing tracking ERP systems.
- Cash Applications Lead

Credit & Collections Manager

Fox Television - Houston, TX - November 2014 to May 2016

- Credit Manager over a customer portfolio of more than 800+ customers.
- Manage a team of 3+ along with implementing new processes of collections and credit reviews.
- Handle and process all credit and vendor applications, and make decision of approval.
- Conduct Credit reviews on new and existing clients including: running credit reports, internet searches and submitting Trade and Bank References
- Completing new client system set-ups and maintain all client credit files
- Review and monitor client portfolios of Debtors exceeding credit limits-
- Apply Cash Applications, Handle Lockbox deposits daily,
- Submit 3rd party collections
- Run aging reports for weekly collection meetings
- Cleaning up Unapplied Cash
- Submit Debit & Credit adjustments
- Handle short pays and sales credit adjustments.

Accounts Receivable Specialist / Cash Application Specialist

Tervita, LLC - Houston, TX - *October 2013 to August 2014*

- Maintain Customer Maintenance Module. Handle and process all credit and Vendor applications.
- Conduct Credit reviews on new and existing clients which include running credit reports, internet searches and submitting Trade and Bank References
- Complete new client system set-ups and maintain all client credit files.
- Review and monitor client portfolios of debtors exceeding credit limits.
- Apply Cash Applications, Deposits and cash.
- Handle and clear all (OA) On Account Status.
- Add new customers to People Soft, SDS (South Disposal Systems, and BSTA (Barnett Shale Ticketing Applications) Modules
- Work closely with IT Team to implement mapping of the Accounts Receivable module

Credit & Collections / Customer Master Specialist

PSC, LLC - Houston, TX - *August 2005 to January 2013*

- Process Credit Applications with Trade Reference, DNBI, and Bloomberg.
- Collections on 60-120 day Accounts
- Maintain the following: Oracle 11i Modules: Customer Master, AR Cash Applications, and Procurement.
- Responsible for New Customer Setup and maintaining all Corporate Accounts in Address Book for all systems: Oracle 10.7, Oracle 11i, JDE Edwards One World, AS400. Oracle 11i Project Team lead for Customer Master
- Address Book: Team Coordinator for Oracle 11i Conversion, Cash Applications & lock box experience.
- Apply Cash and Deposits, along with Direct Journal Entries. Collection Calls on 60-90 day accounts
- Process Demand Letters
- Work with IT team on conversion of Oracle 11i in Test, Dev, and Production Modules implementing all customers' information into system.
- Working in Industrial, Environmental, and Container Industries.

Collections Module Tools

- JDE Edwards, AS400, Rental Man, On guard, Wide Orbit, People Soft, SAP, Oracle 10.0 and 11i, Surveyor, Excel, Pivot Tables, V Lookups, Great Plains, Lockbox_ Bank of America, Chase, Citizens Bank, I Synergy.

Grantham University Degree, Lenexa, KS

- Bachelor's in Business Management 2017
- AAS in Applied Science (Medical Billing & Coding) received 2015