

# LeZarrio Nyoike

## **Billing Analyst**

Nashville, TN

[lezarrionyoike7\\_7b9@indeedemail.com](mailto:lezarrionyoike7_7b9@indeedemail.com)

(512)969-1519

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### **Billing Analyst**

Uniguest - Nashville, TN

December 2019 to Present

Responsible for contacting, via email and/or call, to hotels and UPS store in attempt to collect on payments due. Processing invoices using payment information provided by the customer. Digitizing contracts and uploading them onto the clients accounts in Sales Force. Manually editing invoices and accounts. Taking collections calls via Clarity Connect. Processing payments utilizing both Chase and Check payment systems. Scheduled recurring payments and activation of services and equipment.

Great Planes

Sales Force

Authorize.net

Copy Count

Binary

Check

Chase

### **Accounts Receivable/Collections Specialist**

Vaco / Uniguest - Nashville, TN

June 2019 to December 2019

Responsible for contacting, via email and/or call, to hotels and UPS store in attempt to collect on payments due. Processing invoices using payment information provided by the customer. Digitizing contracts and uploading them onto the clients accounts in Sales Force. Manually editing invoices and accounts. Taking collections calls via Clarity Connect. Processing payments utilizing both Chase and Check payment systems. Scheduled recurring payments and activation of services and equipment.

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### **General Accounting Operations Associate**

Accenture LLP - Austin, TX

October 2018 to June 2019

Responsible for providing quality assistance to the client while resolving the client's billing issues. Makes daily financial adjustments to different vendor's invoices. Accounts receivable and accounts payable when handling client's statements, invoices, credits, and consolidated vendors. Operates computerized systems to record data, make corrections, and complete required follow-ups. Provides resolutions for the vendors when we receive invalid submissions. Assists team leads (SME's included) in providing support to other processors and holds agents on the floor. Some of the software that I have experience in are listed below:

- Oracle
- PEGA
- OCR (Smart Invoicing)
- Microsoft Office
- Workday
- Tableau
- SRT
- Great Planes
- Sales Force

### **Assistant General Manager**

La Quinta Inns & Suites - Austin, TX  
February 2018 to October 2018

Updating the MPR forecaster for budgeting, payroll, handling guest and employees relations, overseeing maintenance tasks are executed properly, assisting in the management of housekeeping, scheduling and interviewing new hires, walking new hires through the onboarding process, assisting in the training of new hires, Accounting

### **Front Office Manager**

La Quinta Inns & Suites - Nashville, TN  
June 2017 to January 2018

Responsibilities Book reservations, accounts payable/ receivable, finance management, assist in the procurement of accounts, inventory management, housekeeping management, FDSR trainer. Accomplishments Employee of the month, helped bring hotel score ratings up Skills Used Excellent interpersonal skills, time management, various skills in business administration, proficiency in 6 languages.

### **Sr. Administrative Assistant**

CHP International/Job Corps - Nashville, TN  
November 2016 to June 2017

Inspecting expense reports, time sheets, evaluating and updating the property reports for 7 offices in Tennessee, executing the weekly conference calls, making sure that all reports are up to date, ensuring that all staff adhere to the companies policies and procedures, making sure that the administrative staff sends important information to the appropriate staff members, keeping a filing system for important documentation and updating accordingly, performing the duties assigned to me via the Project director. I also perform various IT troubleshooting techniques to assist the staff with technological issues.

### **Guest Experience Specialist**

La Quinta Inns & Suites - Nashville, TN  
August 2016 to June 2017

#### Responsibilities

Book reservations, accounts payable/ receivable, finance management, assist in the procurement of accounts, inventory management, housekeeping management, FDSR trainer.

#### Accomplishments

Employee of the month, helped bring hotel score ratings up

#### Skills Used

Excellent interpersonal skills, time management, various skills in business administration, proficiency in 6 languages.

### **Front Desk Receptionist**

La Quinta Inns & Suites - Goodlettsville, TN

May 2016 to August 2016

#### Responsibilities

Book reservations, accounts payable/ receivable, finance management, assist in the procurement of accounts, inventory management, housekeeping management, FDSR trainer

#### Skills Used

Excellent interpersonal skills, time management, various skills in business administration, proficiency in 6 languages.

### **Front Desk Receptionist**

La Quinta Inns & Suites - Memphis, TN

May 2015 to April 2016

#### Responsibilities

Book reservations, accounts payable/ receivable, finance management, assist in the procurement of accounts, inventory management, housekeeping management, FDSR trainer

#### Accomplishments

Employee of the month, helped bring hotels score ratings up

#### Skills Used

Excellent interpersonal skills, time management, various skills in business administration, proficiency in 6 languages.

### **Coordinator of Central Supply/ PCA (Personal Care Assistant)**

Allen Morgan Health and Rehab Center - Memphis, TN

April 2013 to September 2015

Handling multiple inventory account, creating billing statements, maintaining par level of inventory, obtaining new accounts, creating inventory orders for the entire facility.

## Education

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### **BBA in INTERNATIONAL BUSINESS**

American InterContinental University

2015 to Present

## Certificate

American InterContinental University - Memphis, TN  
2014 to 2015

## Skills

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- Accounts payable
- Bookkeeping
- Financial reporting
- Finance
- Accounts receivable
- Accounting
- Billing
- Invoice
- Customer service
- Data entry
- Inventory
- Financial accounting
- Account management
- Accounting operations
- Operations
- Operations management
- Maintenance
- Cash Application
- Workday
- Microsoft SQL Server
- Tableau
- Business Analysis
- Digitization
- Housekeeping Management
- Financial Management
- 10 Key Calculator (4 years)

## Additional Information

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### SKILLS/ABILITIES

#### Finance/Accounting

- Accounting & Financial Reporting Standards
- Accounts Payable Processing
- Accounts Receivable Ledger Maintenance
- Financial Accounting Operations Management
- Invoice Price Assurance
- Record to report
- Billing, Bookkeeping, Customer Service, Data Entry

#### Organizational/Management

- Prepared weekly inventory reports and submitted to supervisor
- Coordinated merchandise which helped maximize profits for sales teams
- Prepared billing statements at the end of every month
- Account Management