

Tamra Brown

Treasury Research and Suspense Specialist

Los Angeles, CA

tamrabrown34_jvz@indeedemail.com

(817) 583-1452

Financial Research and Suspense Specialist relocating to the Los Angeles area, actively searching for a position in Accounting.

Willing to relocate to: Los Angeles, CA

Authorized to work in the US for any employer

Work Experience

Suspense and Research Specialist

GM FINANCIAL

September 2016 to Present

Utilize software programs to research and review various financial reports and requests to post funds and reverse payments due to bank returned items. Research and locate missing or unidentified payments. Reallocate funds on accounts as requested. Process refunds to dealerships and customers. Provide copies of received funds as requested. Process debit and credit bank adjustments to accounts. Experience with ACH such as daily processing of refunds for dealerships and customers, researching unidentified payments and locating their correct accounts, and maintaining suspense daily to monitor ACH payments as well as other various payments received and pending refunds.

Customer Service Associate III

LOWE'S HOME IMPROVEMENT

January 2011 to August 2016

Prepared, custom ordered, and evaluated customers' paint and home décor needs. Utilized techniques to increase sales and promoted credit offers. Managed above and on shelf inventory by restocking, organizing and conducting inventory audits. Maintained a clean and organized work area and department.

Customer Service Manager

WAL-MART

December 2008 to February 2011

Promoted a positive work environment for employees. Resolved customer complaints. Managed front-end staffing levels. Ensured cashiers were trained and up to date on current procedures. Prepared cash for registers. Assisted customers with monetary requests to send or receive funds through MoneyGram or Western Union. Performed register audits during operational hours and end of day.

Education

Associate in Computerized Accounting

TRIDENT UNIVERSITY - Cypress, CA

February 2020 to Present

Skills

- Bilingual in English and Spanish
- Proficient in QuickBooks, Xero, and Sage 50
- 10 key Speed 9000 KPH
- Typing speed 75 WPM
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Access, Exchange)
- ACH
- Account Reconciliation
- Accounts Payable

Assessments

Accounting Skills: Bookkeeping — Proficient

May 2020

Calculating and determining the accuracy of financial data.

Full results: <https://share.indeedassessments.com/attempts/8418a12a04bfb5ea0799b082c09698edeed53dc074545cb7>

Work Style: Reliability — Proficient

May 2020

Tendency to be dependable and come to work.

Full results: <https://share.indeedassessments.com/attempts/610992ff38d20ba81d5b3b1c39303a16eed53dc074545cb7>

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.