

Lori Wade

Romulus, MI 48174

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#readytowork

Authorized to work in the US for any employer

Work Experience

Remote ESL Teacher

TESOL/TEYL

August 2018 to Present

51 Talk, China

- Teach English, ages 5years-Adult, in 1v1 and group classes
- Manage schedule, lesson plans & all aspects of a personal business and online classroom
- Maintain effective communication and presentation skills using appropriate online teaching tools and techniques
- Monitor, evaluate and grade student's performance, according to guidelines and each student's developmental level
- Troubleshoot, problem solve and provide corrective action for issues

Financial Services Rep/Accounts Receivable

Masco Cabinetry - Ann Arbor, MI

September 2013 to May 2015

- Managed Retail and Dealer Business Accounts
- Researched deductions & processed payments, credit memos, adjustments, chargebacks, net term payment & project discounts, monthly promo discounts, payment plans and collections
- Generated weekly, monthly, quarterly & end-of-the year financial reports
- Determined & Monitored credit limits, increases and decreases

Accounts Receivable Analyst

American Furukawa

September 2012 to January 2013

- Audited Accounts Receivable to identify discrepancies & determine proper plan of action
- Reconciled Aged Receivables for multiple major accounts to reduce AR balance
- Worked closely with Sales & Quality Teams to revise procedures
- Attended weekly cash-flow meetings & assisted in development of cash flow slides

AccountingAssistant/Office Manager

Affordable Computers, LLC - Southfield, MI

January 1999 to August 2012

- Performed Human Resource duties
- Maintained all duties associated with accounts receivables, accounts payable and collections

- Generated & audited financial and sales reports, upon request
- Responsible for Employee Check Run & ensuring accurate documentation of time
- Analyzed, revised and negotiated sales contracts & performed inventory control

Education

Master's of Business Administration in Business Administration

Baker College - Flint, MI

December 2004

Bachelor's of Health Services Administration in Health Services Administration

Baker College - Flint, MI

June 2002

Post Baccalaureate Teaching Certification (12 credits) in Business, Management, Marketing & Technology

Eastern Michigan University

Skills

- PEACHTREE
- QUICKBOOKS
- DATA ENTRY
- JDE
- ORACLE
- SAP
- Microsoft Office (10+ years)
- Teaching
- Communications
- Powerpoint
- Typing
- problem solving
- Filing
- Public Speaking
- Organizational Skills
- TESOL
- TEYL
- Teaching Experience
- PeopleSoft
- Financial Services
- Writing Skills
- Accounts Receivable
- Accounts Payable
- PeopleSoft
- Presentation Skills
- Human Resources (5 years)
- Classroom Management

- Curriculum Development
- Adult Education

Awards

Cum Laude

June 2002

GPA 3.5

Certifications and Licenses

Driver's License

TESOL

August 2019 to Present

TEYL

August 2019 to Present

Additional Information

Skills: MicroSoft Office Suites, Lotus Notes, SAP, Oracle, JDE, Unidata, PeopleSoft, Peachtree, QuickBooks, MAS, QAD, Data Entry, QS900, Sarbanes & Oxley, Windows 2010, Teaching Software, Skype, Zoom, WeChat