**Qualifications and Special Skills**

**Accounting Skills**. In-depth knowledge of fundamental principles of double-entry accounting, preparation of financial statements, accounting for cash, and work at close of the fiscal period using the cash and accrual basis for a service and merchandising enterprises. Also, familiar with accounting principles relating to sales and receipts, purchases and payments, cash, payroll, and end-of-period closing procedures.

**General Computer Skills**. Advanced knowledge of word processing in Microsoft Word and Word Perfect. Basic knowledge of database (Access), Microsoft Works, and spreadsheets (Excel). Can key 160 digits per minute on an electric calculator and 40 words per minute on computer. Also have a working knowledge of Quick Books, Acumatica, and SAP.

**Education**

Louisiana Technical College, Ville Platte, Louisiana, Associate Degree in Accounting Technology. Graduated May of 2004. Graduated with a 3.8 GPA on a 4.0 scale.

Parkview Baptist High School, Sulphur, Louisiana, Diploma, 1999.

**Experience**

**Accounts Receivable/Payable Specialist** for Lion Industrial Resources, July 2018 to present

* Key member of company implementation transition team to ERP billing system from QuickBooks
* Responsible for invoicing all projects
* Responsible for entering all vendor A/P bills
* Assisted in creating accounting procedures to increase invoicing timeliness

**Purchasing Assistant (Buyer)** for Sasol North America, July 2018 to April 2019.

* Responsible for obtaining all spare parts quotes for the Mega Project
* Responsible for maintaining all vendor files
* Enter purchase requisitions for hard goods and services in SAP
* Negotiate payment terms and shipping methods including imports
* Responsible for initiating and maintaining effective and professional

relationships with suppliers, actual and potential

**Head Accounts Receivable Clerk** for WasteWater Specialties, 2014 to July 2018.

* Responsible for organizing and maintaining all accounts receivables active files
* Assisted in developing an archive system for accounts receivable information
* Responsible for billing all receivables invoices for three locations and keeping an accurate aging report
* Key member of company implementation transition team to ERP billing system from QuickBooks.
* Enter customer payments into system daily
* Track all money received and prepare deposits
* Collected on accounts by sending statements, bill reminders, and communicating with responsible parties via email, phone, or mail

**Assistant Manager** for A Plus Motel and RV Park, 2008 to 2014.

* Managed incoming payments for family-owned hospitality business
* Worked with customers to develop payment plans for delinquent accounts
* Summarized receivable on a weekly and monthly basis
* Processed all payroll

**Timekeeper/Bookkeeper and Accounts Receivable Clerk** for Gulf Services Mechanical 2006-2008.

* Analyze billing submitted by field managers, process in accounting software and apply payments.
* Performed data entry and administrative functions to produce bi-weekly payroll. Notified units of processing errors on time sheets and assisted with corrections to reduce the number of errors each pay period and increase efficiency.
* Ran weekly operating reports.
* Collected payments for customer billing and posted to general ledger.