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# PROFILE

Detailed oriented professional with over 8 years experience in accounts receivable, collections and finance. 2 years experience as a collections manager. Experienced in distribution, manufacturing, staffing, wine & spirits and food industry. Intermediate in Oracle, AS400, Dysel, Excel, Quickbooks, Outlook and Experian IQ. Over achiever and quick learner. Ability to read, write and speak Spanish fluently.

# EXPERIENCE

**Toyota material handling/rebas**- aR specialist/collections 2019-2020

Maintained 400 accounts for a forklift dealer. Daily followed up with customers in regards to past due accounts. Made formal decisions on whether or not accounts were to be sent to an outside collection agency or if legal action was needed. Stood as managers back up on all AR management tasks. Assisted collections manager on establishing credit lines for new and existing customers via Experian IQ. Created accounts in Dysel program for new customers. Posted daily checks to the companies Bank of America account. Reconciled and maintained different departments incoming cash/credit card transactions.

**Young’s Market Company** - AR Analyst/Supplier receivables 2016-2019

Collected on over 200 accounts fo a wine and spirits distribution company. Worked closely with department managers to reconcile and run their AR reports. Posted a minimum of 200 cash and credit memo entries on a daily. Assisted in a major company software update from AS400 to Oracle. Worked with Deloitte programmers to create a cash application module for AR during software update. Monthly reconciles all AR entries and worked closely with finance managers to close months end. Daily worked with accounts payable to hold accounts past due. Assisted in billing chargebacks to suppliers. Reconciled mostly aging reports for all suppliers.

Sylvia Chavez

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**Individual food service** - senior ar specialist 2015-2016

Collected on 403 accounts for food packaging and paper products. Worked closely with salespeople to collect on past due clients and maintain accounts in good standing. Developed professional relationships with customers in regards to their questions or concerns. Daily input notes into BluVista system to track and maintain issues and follow ups. Ran meetings and maintained weekly problem accounts to send to the finance manager. Posted daily cash and reconciled discrepancy reports.

**Priority workforce** - senior ar/collections manager 2009-2013

4 years of strong and diverse collections and AR. Kept accounts on a tight net 30 day aging. Managed and mentored 2 employees in AR department. Weekly and monthly reconciled the companies bank accounts via Quickbooks. Quickly adapted to a high pressure and fast paced environment. Weekly provided AR reports for companies 3 sister branches. Daily posted cash, wires, checks and credit card transactions. Worked closely with CEO to provide accurate reports and follow ups on all accounts. Helped payroll department in training new coming payroll clerks. Processed over 60 payrolls weekly for clients with 275 employees. Set up corporate accounts into payroll system. Processed all verification of employment for staffing employees. Kept a close relationship with Risk Management department to make sure clients advised their employers on all safety laws.

# EDUCATION

Long Beach city college — undergraduate

\*Business Major

Notary public-certificate 2007

\*Certified Notary Public

Pioneer high school — Diploma 2002

\*General Studies

# REFERENCES

\*Provided upon request