

Stevie Summers

Personal Information

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Profile

Highly skilled and motivated Accounts Receivable Specialist with 3 years of experience in managing and reconciling accounts, processing payments, and resolving customer inquiries in the Cannabis Industry. Demonstrated expertise in ensuring accuracy and efficiency in financial transactions. Seeking a challenging role to utilize my strong analytical and problem-solving skills in contributing to the success of the organization.

Work Experience

11/2020 – present
Culver City, CA

Accounts Receivable Specialist Breez, CA LLC.

- Managed and processed incoming payments with accuracy and efficiency, resulting in a 30% reduction in outstanding accounts receivable.
- Collaborated with sales team to resolve billing discrepancies and ensure timely collection of payments, contributing to a 15% increase in cash flow.
- Communicated with delinquent customers to negotiate payment plans, resulting in a 25% decrease in delinquent accounts.
- Compiled and maintained daily cash reports and weekly cash entries with precision.
- Conducted meticulous cash account reconciliations in alignment with bank statements.
- Scrutinized processed invoices to validate precision and appropriate authorizations.
- Supported the payroll department through efficient assistance and coordination.
- Conducted daily posting and reconciliation of sales summaries, ensuring accuracy and completeness of financial records.

09/2018 – 09/2019
Arvin, CA

Assistant manager Hot Topic

- Executed efficient daily operations, ensuring smooth workflow, monitoring inventory, and coordinating staff schedules to meet customer demands.
- Developed and implemented effective training programs, resulting in increased employee productivity and customer satisfaction.
- Collaborated with management to analyze sales trends, identify areas for improvement, and implement strategic plans to achieve sales targets.
- Fostered a positive work environment by resolving conflicts, providing regular feedback, and motivating team members to exceed performance goals.

06/2017 – 09/2018
Studio City, CA

Legal assistant The Ticket Clinic

- Conducted comprehensive legal research using various online databases and resources to support attorneys in case preparation and strategy development.
- Managed and maintained client files, ensuring confidentiality and organization of sensitive information, facilitating efficient retrieval of documents as needed.
- Assisted with trial preparation, including coordinating witness interviews,



Work Experience

organizing exhibits, and preparing trial notebooks, contributing to successful case outcomes.



Skills

Collections
management
PROFESSIONAL

Accounting software
PROFESSIONAL

Problem Solving
PROFESSIONAL

Communication skills
PROFESSIONAL



Strengths

Organized

Detail-oriented

Analytical

Communication skills

Time management