**Iris Franco**

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**Chicago, il 60632**

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OBJECTIVE: To obtain a position where I can utilize my skills and grow within an organization.

EMPLOYMENT EXPERIENCE

**Continental Nissan**, Countryside,il 03-present time                           A*utomotive Biller*

* Prepare contracts to lienholders
* Worked on funding delays/issues with lienholders and/or customers
* Packaged deals
* Reconcile new/used vehicle receivables and schedules
* Worked on several reports for the owner relateling to sales production for each month
* Repeated same job duties as previous position at Kingdom Chevrolet

**Kingdom Chevrolet**, Chicago, IL 09/2011-01/2014

*Automotive Biller/ L&T*

* Post new and used deals to accounting books
* Issue checks for lien payoffs and submit to financial institutions
* Reconcile accounting schedules weekly – new/used inventory, we owe, gap/warranty, customer deposits, and contracts in transit.
* Issue checks to warranty/gap companies for products purchased by customers
* Processed bank reconciliation for funded contracts and researched any discrepancies
* Calculated sales commissions and created excel sheets for weekly pay.
* Stocked in new and used vehicles into accounting
* Processed plates and taxes through CVR daily
* Accurately and efficiently processed paperwork.
* Provide general office administrative support

**Midway Dodge,** Chicago, IL 05/2007-11/2010

*Accounts Payable/Receivable*

* Post/Paid vendor invoices
* Printed and mailed statements monthly
* Submitted claims to collection agency
* Reconciled vendor reports
* Assisted office manager with other duties

**Freedom Auto Depot,** Chicago, IL 05/2005-05/2007

*cashier/Receptionist*

* Screen and direct all incoming calls
* Process payment transaction
* Communicate customer’s services with other staff   Record vehicle information
* Assist other office staff

*file Clerk*

* Retrieve, sort, and file all information
* Locate and eliminate materials from files
* Assist other office staff

EDUCATION

Richard J Daley College, Chicago, Il

Certificate in accounting 2008

Certificate in bookkeeping/records management 2010

Arts Associates Degree – currently attending