**Aasiyah Shoulders**

**470 Morosgo Drive Atlanta, GA 30324**

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**Work Experience:**

**Coca-Cola,** Quality & Assurance Specialist (Contract) August 2015- March 2016

* Managed information in SAP system database
* Ability to accurately and timely process data in high volumes.
* Review details of customer’s order to ensure required data for processing orders/data is complete.
* Receive and distribute requests from distributors, and/or customers to process orders needed for fulfillment
* Process requests received by customers with accuracy and speed, meeting the established weekly goal of 99.8% accuracy
* Communicate with warehouse personnel, when necessary, to obtain necessary paperwork or to

close credit request

**American Honda,** Order Management (Contract) April 2015- August 2015

* Ability to type 10,000+ alpha/numeric keystrokes per hour
* Opened, sorted and prepared all incoming email correspondence
* Managed and update customer information in SAP system database
* Responsible for general clerical duties involving printing, faxing and invoices
* Provide accurate data entry in a high volume data center
* Met sensitive deadlines daily

**Vesta Inc. / AT&T Wireless**, Account Receivables Specialist May 2011–February 2015

* Maintains records by microfilming invoices, debits, and credits
* Verifies validity of account discrepancies by obtaining and investigating information from sales, trade promotions, customer service departments, and from customers
* Posts revenues by verifying and entering transactions form lock box and local deposits
* Updates receivables by totaling unpaid invoices
* Resolves collections by examining customer payment plans, payment history, credit line; coordinating contact with collections department
* Summarizes receivables by maintaining invoice accounts; coordinating monthly transfer to accounts receivable account; verifying totals; preparing reports
* Protects organization's value by keeping information confidential

**TJ Maxx***,* Cash Office Associate / Front End Coordinator, November 2010 –January 2015

* Possess a high level of integrity and professionalism
* Back up support for Managers pertaining to bank deposits & cash pick ups
* Responsible for daily counting of cash in safe and reconciliation
* Ensured accurate cash register procedures in accordance to company policies
* Serve as Front End Coordinator upholding customer service procedures
* Able to prioritize and delegate assignments as needed for store functionality
* Assist with merchandising and feature presentations on sales floors
* Excellent problem solving, customer service and interpersonal skills
* Aided upper management with new hire administration, references & orientation

**Education:**

* Georgia State University, pursuant of Business Science – Computer Engineer