

# Olivia Parker

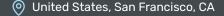
Accounts Receivable Specialist



## CONTACT



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## **Bachelor of Arts in Accounting**

University of California, Graduated: May 2017

## Certified Accounts Receivable Specialist (CARS)

National Association of Credit Management, February 2019



### PROFESSIONAL SUMMARY

Meticulous and highly organized Accounts Receivable Specialist with experience in handling accounts, payment processing, and dispute resolution. Proven ability to streamline collections processes, reduce outstanding balances, and collaborate effectively with clients to resolve billing issues.



## **EXPERIENCE**

### **Accounts Receivable Specialist**

2020 - Now

GlobalTech Solutions, San Francisco, CA

- Manage invoicing and billing for 150+ accounts, ensuring timely and accurate processing.
- Reconcile accounts and prepare financial reports for management review.
- Identify and resolve discrepancies in billing, contributing to a 12% reduction in outstanding invoices in the first year.
- Facilitate monthly reporting for senior management, analyzing outstanding balances and implementing strategies.
- Perform collections on overdue accounts, reducing DSO by 10% and improving overall company cash flow.

## **Accounts Receivable Assistant**

2017 - 2020

### TechWave Innovations, San Francisco, CA

- Assisted in generating invoices and processing payments for over 50 clients monthly.
- Communicated with clients to resolve billing issues and discrepancies.
- Managed customer queries regarding payments and updated account information.
- Processed daily receipts and provided weekly updates on account status.



## SKILLS

Expertise in payment processing and collections

Proficient in Microsoft Excel, SAP, and QuickBooks

Excellent customer service skills and experience resolving disputes

Strong attention to detail with a focus on accuracy

Experience with financial reporting and account reconciliation