



Olivia Parker

Accounts Receivable
Specialist

CONTACT

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United States, San Francisco, CA

EDUCATION

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	★★★★★