

JOHN DOE
123 Anywhere Drive
Tampa, FL 12345
(000) 000-0000
johndoe@gmail.com

EMPLOYMENT HISTORY

10/04 – present TempWise, Inc. Tampa, FL

Billing Specialist-Great Company International (03/05 – 02/08)

- Prepared and processed an average of 6,000-10,000 client invoices per month.
- Processed and posted payments to clients' accounts.
- Tracked enrollment statistics, payment schedules and prepared processing reports.
- Researched and resolved customer discrepancies and reconciled accounts.
- Generated and analyzed aging reports.
- Prepared bank deposits.
- Generated quarterly and yearly client history statements.

In-house Accounts Receivable Coordinator (10/04 - 3/05)

- Responsible for \$2 million in accounts receivable.
- Performed soft and hard collections for commercial accounts from 30 to 120 days past due.
- Built and maintained client relationships and provided customer service.

05/00 - 10/04 ABC Communications, Inc. Tampa, FL

Senior Fraud Analyst/Collections/Billing Specialist

- Ran queries to analyze accounts for fraudulent activities.
- Generated and analyzed aging reports to identify delinquent accounts.
- Participated in conference calls with Fraud Team to analyze and update company information regarding client accounts.
- Contacted clients with delinquent accounts and arranged for payment.
- Assisted customers with account inquiries, researched discrepancies, processed charge backs and reconciled accounts.

SKILLS

Microsoft Windows, Word, Excel, Access, PowerPoint, PeopleSoft, and Great Plains Accounting Software, 50 wpm.

EDUCATION

Currently Attending May 2000	ITT Technical Institute AA, Hillsborough Community College	Tampa, FL Tampa, FL
---------------------------------	---	------------------------