

Jolyn Schmudlach

Accounts Receivable Clerk

✉ jolyn.schmudlach@gmail.com

☎ (852) 545-6541

📍 N 1200 W, Layton, UT 84041

EDUCATION

High School Diploma at West High School, UT

Aug 2017 - May 2021

I've learned how to effectively communicate with others, how to manage my time wisely, and how to critical think and problem solve.

LINKS

[linkedin.com/in/jolynschmudlach](https://www.linkedin.com/in/jolynschmudlach)

SKILLS

Accounts receivable

Accounts payable

QuickBooks

Microsoft Excel

Microsoft Word

Customer service

Key

LANGUAGES

English

Dutch

PROFILE

I have over 1 year of experience as an Accounts Receivable Clerk. I am highly organized and detail-oriented, with a strong focus on accuracy and efficiency. I have excellent communication and customer service skills, which has allowed me to build positive relationships with both internal and external customers. I am able to work independently or as part of a team, whichever is needed for the task at hand. My goal is always to ensure that all invoices are processed accurately and in a timely manner.

EMPLOYMENT HISTORY

● Accounts Receivable Clerk at Zions Bancorporation, UT

Jun 2022 - Present

- Achieved 97% accuracy in data entry.
- Reduced Accounts Receivable by \$20,000.
- Resolved 500 customer inquiries.
- Processed 1,000 invoices per month.
- Reconciled 100 bank statements per month.

● Accounts Receivable Clerk II at Inter Mountain Healthcare, UT

Sep 2021 - Apr 2022

- Verified and posted incoming checks to client accounts.
- Processed an average of 60 invoices per day.
- Resolved customer billing issues and discrepancies.
- Reconciled monthly statements for 100 accounts.
- Collected payments on past due accounts.

CERTIFICATES

Accounts Receivable Certification

Mar 2021

Accounts Receivable Specialist Certificate

Jan 2020

MEMBERSHIPS

American Institute of Certified Public Accountants

Accounts Receivable Management Association