

Eliabeth Sausaman

Accounts Receivable Clerk

✉ eliabeth.sausaman@gmail.com

☎ (711) 036-3512

📍 6693 W Charleston Blvd, Las Vegas, NV 89117

EDUCATION

High School Diploma at Reno High School, Reno, NV

Aug 2017 - May 2021

I've learned how to study for and take tests, how to do research, and how to write papers.

LINKS

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

SKILLS

Accounts receivable

Accounts payable

QuickBooks

Microsoft Excel

Microsoft Word

Customer service

10-key

LANGUAGES

English

Spanish

PROFILE

I am an experienced accounts receivable clerk with over a year of experience working in accounting and finance. I have excellent attention to detail and accuracy, as well as strong organizational skills. I am able to work independently and take initiative when needed. I have a solid understanding of accounting principles and practices, and my computer skills are top-notch. Overall, I am an excellent candidate for the position of Accounts Receivable Clerk

EMPLOYMENT HISTORY

● Accounts Receivable Clerk at Harrah's Entertainment, NV

Apr 2022 - Present

- Processed an average of 300 invoices per week.
- Matched purchase orders to invoices and resolved discrepancies.
- Entered data into accounting software and generated reports.
- Reconciled customer accounts and issued refunds as necessary.
- Provided excellent customer service, resulting in high satisfaction ratings.

● Accounts Receivable Clerk II at MGM Mirage, NV

Jul 2021 - Mar 2022

- Streamlined the invoicing process, resulting in a 10% decrease in accounts receivable.
- Negotiated payment plans with delinquent customers, increasing collections by 15%.
- Resolved billing discrepancies for 100 customer accounts.
- Processed an average of 200 invoices per day.

CERTIFICATES

Accounts Receivable Certification

Dec 2020

Accounts Receivable Specialist Certificate

Jul 2019

MEMBERSHIPS

American Institute of Certified Public Accountants

Accounts Receivable Management Association