

Terise Whittington

Accounts Receivable
Specialist

Details

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(411) 192-4786

3605 White Oak Dr, Fremont, CA 94536

Profile

I have over 3 years of experience working as an Accounts Receivable Specialist. In my previous role, I was responsible for processing invoices, issuing refunds, and managing customer accounts. I have a strong attention to detail and excellent organizational skills which allows me to work efficiently and effectively. I am also able to adapt quickly to new systems and processes.

Employment History

Accounts Receivable Specialist at Kennebec Savings Bank, ME

Jun 2022 - Present

- Negotiated and collected on past due accounts totaling \$100,000.
- Processed an average of 200 invoices per day.
- Reconciled customer accounts to ensure accuracy.
- Maintained a 97% collection rate while working with delinquent accounts.
- Provided excellent customer service that resulted in increased satisfaction ratings.

Accounts Receivable Specialist II at Camden National Bank, ME

Aug 2019 - Apr 2022

- Resolved an average of 500 invoices per month.
- Decreased the Accounts Receivable aging by 10% each month.
- Collected \$100,000 in outstanding receivables each month.
- Reduced DSO (Days Sales Outstanding) from 60 days to 45 days.
- Negotiated payment plans with customers.

Education

High School Diploma at Bangor High School, Bangor, ME

Sep 2014 - May 2019

I've learned how to read, write, and do math.

Links

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