

SALES

Summary

Self-motivated individual offering a strong work ethic and determination to complete tasks in a timely manner. Accurate and detail-oriented with extensive bookkeeping and clerical knowledge.

Highlights

Accounts receivable professional Effective time management Knowledge of Sap Excellent managerial techniques Expert in customer relations
ADP, SAP, MICROSOFT WORD, EXCEL, OUTLOOK, QUICKBOOKS

Accomplishments

- Reduced the open invoice cycle time from 90 days to 10 days by developing new dispute reporting procedures.

Experience

04/2016 to Current

Sales Company Name i¼ City , State

- Sold Auto, Home , Renters, Motorcycle policies, Cross selling to current and new customers.
- Followed up with current and old customers to ensure happy with services.

01/2015 to 03/2016

SERVICE ADMIN/BOOKEEPER, RUSH ENTERPRISES Company Name i¼ City , State

- Match and coded all paperwork and invoices for departments.
 - Assisted managers with hiring procedures, screening of candidates, coordinating interviews.
 - Assisted with all new hire paperwork such as benefit packages and i9 forms.
 - Ordered all parts and delivered them as well Handled all month end & year end closing audits.
 - Responsible for the continuing education, training, and certification of new and experienced employees
 - Filed all invoices and paperwork as needed.
 - Processed all Peterbilt & Cummins warranty claims Handled all Paccar Roadside invoices.
 - Reconciled vendor statements and checked for accuracy.
 - Assisted with Month End Close.
 - Filed daily cash sales summary sheets.
 - Processed all new hire & drug screen paperwork as needed.
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- Performed daily reports for four different locations of units in areas.
 - Contacted several vendors for all units due for service & non payments Handled all inventory for two locations and input into SAP system.

12/2014 to 02/2015

INVENTORY CONTROL SPECIALIST Company Name i¼ City , State

- Responsible for ensuring inventory production quality and efficiency levels and implementing corrective action as required.
- Prepared shipping documents for products scheduled to ship (i.e., Fed Ex, UPS).
- Monitored inventory and controls to ensure adequate product supply levels.
- Maintained distribution reports and logs as well as all sales and collections for the company.

06/2008 to 11/2014

AGENCY SUPPORT SPECIALIST Company Name i¼ City , State

- Rated all sales quotes including flood, home, and auto, motorcycle, boat, & travel trailers through about seven different companies to see what rate best fit customer's needs and wants.
- Handled all escrowed accounts.
- Sold auto, home, commercial policies through Nationwide, Progressive, and Hartford to customers depending on there needs.
- Performed cold calling for internet leads.
- Expertise in resolving escalated customer issues.
- Handled all commercial auto & business calls for any insured needing a certificate of liability or adding additional insured to policy.
- Handled all accounts that were escrowed & verified all accounts.

Education

2017

BBA : Accounting University Of Texas of the Permian Basin i¼ City , State , United States Accounting

Skills

Accounts receivable, ADP, closing, cold calling, customer relations, inventory, managerial, EXCEL, mail, office, OUTLOOK, MICROSOFT WORD, Month End Close, policies, quality, QUICKBOOKS, SAFETY, selling, sales, SAP, shipping, time management