

STRENGTHS

-  **Problem Solver**
Successfully resolved complex billing challenges by proactively researching root causes, earning client trust.
-  **Team Collaborator**
Worked effectively among cross-functional teams, providing valuable insights during interactions.
-  **Detail Oriented**
Maintained high accuracy in invoicing, critical for impeccable financial management.
-  **Customer Advocate**
Actively listened to client concerns, streamlining resolution processes that built long-term relationships.
-  **Analytical Thinker**
Evaluated revenue data comprehensively, supporting informed decision-making and future strategy development.

SKILLS

- Billing and Invoicing

Revenue Reporting

Financial Analysis

SOX Compliance
- Customer Service

Microsoft Excel

MAS

PMT

Cash Reconciliation
- Dispute Resolution

Data Analysis

Process Improvement

Invoice Processing

Accounts Receivable

Client Relations

SUMMARY

Detail-oriented accounting professional with hands-on experience in billing and financial reporting. Proven ability to manage data entry and customer relations while ensuring compliance with critical regulations. Demonstrated conflict-resolution skills through effective dispute management and proactive communication with clients. Committed to maintaining accuracy in all billing processes, supported by practical expertise in compiling revenue reports, processing invoices, and enhancing satisfaction across teams. Eager to take on new challenges and contribute positively as a part of an innovative company.

EXPERIENCE

- Billing Associate

GreenTech Solutions  January 2025 - Present  Denver, CO

Managed daily billing operations for a diverse range of client accounts, providing comprehensive support in invoicing and financial reporting processes.

 - Oversaw vital billing processes for numerous clients, ensuring accurate invoice delivery and timely payments.
 - Compiled monthly revenue reports that contributed significantly to financial forecasting efforts and budget planning.
 - Collaborated closely with other departments, successfully resolving billing disputes that enhanced overall customer satisfaction.
 - Processed intricate adjustments and refunds efficiently, improving cash flow management and positive client experiences.
 - Ensured strict adherence to SOX regulations throughout all billing cycles and internal reporting procedures.
 - Executed daily reconciliations of billing transactions, confirming the fidelity of records and bolstering transaction integrity.

- Accounting Intern

BlueSky Enterprises  June 2024 - December 2024  Denver, CO

Assisted seasoned accountants with crucial tasks related to invoice preparation and management, driving improvements in efficiency within billing processes.

 - Helped in swiftly preparing invoices and producing billing reports that enhanced operational workflows.
 - Proactively resolved various customer inquiries on billing issues, fostering improved trust and loyalty among clientele.
 - Conducted thorough research on discrepancies within billing documents, collaborating earnestly with senior accountants to innovate solutions.
 - Participated actively in month-end closing activities, assisting in precise recording of all financial transactions involved.
 - Learned and developed proficiency in utilizing MAS and PMT systems for effective financial data management.
 - Contributed meaningfully to the establishment of standard operating procedures focussing on billing reliability and regulatory compliance.

LEADERSHIP & AWARDS

- Dean's List - University of Denver, 2024
- Accounting Excellence Scholarship, 2023

EDUCATION

- Bachelor's Degree in Accounting

University of Denver  GPA: 3.7  2026  Denver, CO

Coursework: Financial Management, Managerial Accounting, Microeconomics, Statistical Analysis
- 1/2

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Billing Associate at GreenTech Solutions (1.5 Years)
- Accounting Intern at BlueSky Enterprises (6 Months)

CERTIFICATIONS

- Certified Billing and Coding Specialist (CBCS) 📅 2026
- Microsoft Excel Certification 📅 2026

TECHNICAL SKILLS

- **Accounting Software:** QuickBooks, MAS, PMT
- **Financial Regulations:** SOX Compliance, GAAP, IFRS
- **Data Analysis Tools:** Microsoft Excel, Tableau, Google Sheets
- **Communication Methods:** Email, Slack, Microsoft Teams
- **Invoicing Systems:** Bill.com, FreshBooks, Zoho Invoice
- **Reporting Standards:** Internal Audits, Revenue Recognition, Financial Statements
- **Document Management:** Google Drive, Dropbox, SharePoint
- **Customer Support Platforms:** Zendesk, ServiceTitan, Freshdesk
- **Database Management:** SQL, MS Access, Oracle Database
- **Project Management Tools:** Trello, Asana, Monday.com

PROFESSIONAL AFFILIATIONS

- Treasurer, University Accounting Club, 2025
- Member, Finance and Investment Society, 2024

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST