

# Selena Ramirez

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## Profile

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Highly skilled accounts receivable manager with a strong background in accounting and finance and experience working with top firms such as Deloitte and PwC. Holds a Bachelor's degree in accounting and finance and an MBA from Harvard Business School. Proven track record in streamlining billing and collections processes, managing and supervising staff, and preparing detailed financial reports.

## Professional Experience

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**Accounts Receivable Manager, Deloitte, Philadelphia, PA** **January 2018 to present**

- Streamlined the billing and collections processes, resulting in a 20% increase in efficiency and a 15% reduction in errors
- Managed a team of 10 accounts receivable staff, providing guidance and support, and ensuring effective performance
- Prepared and presented detailed reports on the status of accounts, outstanding debts, and collection efforts, providing valuable insights for senior management

**Senior Accounts Receivable Specialist, PricewaterhouseCoopers (PwC), Ann Arbor, MI** **June 2016 to December 2017**

- Played a key role in reviewing and improving accounts receivable processes, contributing to a 10% increase in collections
- Assisted in the management and supervision of a team of five accounts receivable staff, helping to improve team performance and efficiency
- Prepared detailed accounts receivable reports, aiding in the company's financial decision-making process

## Education

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**Bachelor of Science in Accounting**  
UNIVERSITY OF PENNSYLVANIA, Philadelphia, PA

**Bachelor of Business Administration in Finance**  
UNIVERSITY OF MICHIGAN, Ann Arbor, MI

**Master of Business Administration (MBA)**  
HARVARD BUSINESS SCHOOL, Boston, MA

## Key Skills

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- Collections process improvement
- Reporting and documentation
- Team leadership and motivation

## Professional Development

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- Certified Accounts Receivable Specialist (CARS), The American Accounts Receivable Institute
- Certified Management Accountant (CMA), Institute of Management Accountants
- Certified Public Accountant (CPA), American Institute of Certified Public Accountants