



RAYMOND ORTIZ

Highly skilled accounts receivable specialist with a strong background in accounting and finance, holding three bachelor's degrees from prestigious universities. Proven track record in managing and improving accounts receivable operations, with expertise in invoice processing, payment tracking, and debt collection. Recognized for strong analytical skills, proficiency in accounting software, and excellent negotiation abilities, with professional certifications including CARS, CPA, and CMA.

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



New York, NY 12345

KEY SKILLS

- Accounts receivable procedures
- Data gathering and analysis
- Team collaboration

EDUCATION

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

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

Bachelor of Science in Business
Accounting
UNIVERSITY OF CALIFORNIA, Los
Angeles, CA

PROFESSIONAL EXPERIENCE

SENIOR ACCOUNTS RECEIVABLE SPECIALIST | DELOITTE, PHILADELPHIA, PA
JUNE 2017 TO PRESENT

- Oversee a team of five accounts receivable specialists, ensuring accurate and timely processing of over 1000 invoices monthly
- Reduced outstanding receivables by 30% through the implementation of effective collection strategies
- Developed and implemented a new process for tracking and resolving payment discrepancies, improving efficiency by 25%

ACCOUNTS RECEIVABLE ANALYST | PRICEWATERHOUSECOOPERS (PWC), ANN
ARBOR, MI
JANUARY 2017 TO MAY 2017

- Managed daily operations of the accounts receivable department, including invoice processing, payment tracking, and debt collection
- Resolved over 200 complex billing issues, ensuring accuracy in all transactions
- Prepared and presented detailed reports on the status of accounts receivable to senior management, aiding in strategic decision-making

PROFESSIONAL DEVELOPMENT

- Certified Accounts Receivable Specialist (CARS), The American Institute of Professional Bookkeepers (AIPB)
- Certified Public Accountant (CPA), American Institute of CPAs (AICPA)
- Certified Management Accountant (CMA), Institute of Management Accountants (IMA)