

Denice Fields

Clinton, IN 47842

denicefields7_jk3@indeedemail.com

+1 812 251 6173

CAREER OBJECTIVE: To acquire a position that will challenge and expand my accounting and business skills in a stable environment.

Work Experience

EXPERIENCE: Buyer

North American Lighting - Paris, IL

October 2020 to Present

Gather information to accurately track inventory and place orders for product as needed. Acknowledge price, quantity and lead times. Keep fill rate expectations, resolve shipping errors from suppliers.

Buyer/Expediter

Great Dane PDC - Terre Haute, IN

May 2018 to October 2020

Gather information to accurately track inventory and place orders for product as needed. Acknowledge price, quantity and lead times. Keep fill rate expectations, resolve shipping errors from suppliers.

Traffic Director

DLC Media, Inc.: - Rockville, IN

January 2017 to May 2018

Schedule media ads on 5 radio stations, change log clock format for special broadcasts. Verify logs daily for broadcast and month end billing. Post client payments, balance accounts, make deposits.

Traffic Assistant

Emmis Communications - Terre Haute, IN

January 2014 to December 2017

Schedule media ads on 4 radio stations, enter flight schedules as directed by client. Verify logs daily for broadcast and month end billing.

Greet guests in a cheerful and professional manner.

Customer Service/Inbound Sales

Select Remedy - Terre Haute, IN

January 2010 to December 2014

Answer customer requests, make adjustments as needed. Post payments to system, upsell products using feature, bridge and benefits. Schedule installation.

Education

Associate of Applied Science in Accounting

Ivy Tech Community College - Terre Haute, IN

Skills

- SKILLS: Proficient MicroSoft office suite for Windows
- Proficient Timberline, PeopleSoft, Magic and Oracle JDE
- Adaptable to changing situations
- Excellent people skills
- Purchasing
- Supply chain
- General ledger reconciliation
- Bank reconciliation
- Account reconciliation
- Pricing
- Journal entries
- Accounts payable
- Accounting software
- Accounts receivable
- Bookkeeping
- Filing
- Financial report interpretation