

# Ellie Hilburn

Greeley, CO 80634

[billyellie2004@gmail.com](mailto:billyellie2004@gmail.com)

+1 970 405 7938

Seeking a company with Values and Standards to grow with.

Authorized to work in the US for any employer

## Work Experience

---

### **International Logistics Coordinator**

JBS INTERNATIONAL, INC - Greeley, CO

July 2022 to Present

Coordinate internally with Traffic, Scheduling, and sales Teams to get orders shipped internationally. Communication with transportation and transload companies to get Vessels loaded with products. Communication with overseas Sales teams and customers. Coordinate inventory from point loading to unloading in the Transpacific.

### **Supervisor**

Professional Finance Company - Greeley, CO

March 2011 to August 2019

Supervisor- Oversee the progress of fifteen patient account representatives. Duties included: monthly evaluations-worked on progress and goals. Took escalated patient calls. Coordinated helpful trainings. Participated in interviewing and onboarding qualified candidates. Updated Senior leadership with department achievements and goals.

### **Office Assistant**

Discount Auto Glass - Dodge City, KS

July 2009 to November 2010

A/R -followed up with customers on A/R statement to collect.

A/P matched purchase receipts or POs to statements and paid out 30 days.

Ordered inventory

Issued payroll weekly.

Used QuickBooks

### **A/R and A/P Specialist**

G & G Car and Truck Supercenter - Dodge City, KS

January 2007 to July 2009

Customer service for parts team. Handled POs, invoices, statements for A/R and A/P. Daily balancing and monthly ledger balancing.

Accounting system was AS400

## Education

---

### **High school diploma**

North Heights Alter - Amarillo, TX

January 1994 to November 1994

## Skills

---

- Management (5 years)
- Interviewing
- Recruiting
- Supervising Experience
- Payroll
- Shift Management
- Human Resources
- Accounts Receivable
- Microsoft Excel
- Logistics
- SAP
- Freight Experience
- Shipping & Receiving
- Accounts Payable
- Office Management
- Computer skills
- Analysis skills
- Microsoft Office
- Accounts receivable
- Time management
- Customer service
- Spanish
- English
- Administrative experience
- Dispatching
- QuickBooks
- Data entry
- Communication skills
- Bookkeeping
- Accounting software
- Accounting
- Account reconciliation

- Payroll
- GAAP
- Microsoft Access
- Windows
- Business development
- Research
- Property management
- Supervising experience
- Medical terminology
- Freight
- Mentoring
- Human resources
- POS
- Training & development
- Recruiting
- Interviewing
- HR sourcing
- Quality control
- Cash register
- Load & unload
- Shift management
- Tax experience
- Financial statement preparation
- Filing
- Balance sheet reconciliation
- Microsoft Excel
- Cash handling

## Languages

---

- English - Fluent

## Assessments

---

### **Recruiting — Proficient**

November 2023

Managing the candidate sourcing and selection process

Full results: [Proficient](#)

### **Attention to detail — Proficient**

December 2021

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Proficient](#)

### **Security guard skills — Proficient**

December 2021

Assessing risks, enforcing security standards, and handling complaints

Full results: [Proficient](#)

### **Customer focus & orientation — Proficient**

November 2023

Responding to customer situations with sensitivity

Full results: [Proficient](#)

### **Administrative assistant/receptionist — Proficient**

February 2022

Using basic scheduling and organizational skills in an office setting

Full results: [Proficient](#)

### **Work style: Reliability — Proficient**

December 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Proficient](#)

### **Managing accounts in QuickBooks — Proficient**

November 2023

Using QuickBooks software to manage business financials

Full results: [Proficient](#)

### **Customer service — Proficient**

November 2023

Identifying and resolving common customer issues

Full results: [Proficient](#)

### **Workplace safety — Proficient**

December 2023

Using safe practices at work

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.