

Jamie Arrington

Account Specialist/Collections - Cintas

Troy, OH 45373

jamiarr79@gmail.com

+1 937 703 3937

To obtain a position that will utilize both my education and experience in an organization that will offer growth and advancement.

Work Experience

Sr Coordinator, Finance Support

Collins Aerospace - Troy, OH

September 2019 to Present

Accounts Receivable Clerk

Cintas - Dayton, OH

June 2014 to Present

- Collect current and outstanding revenue by contacting customers via email and telephone
- Review invoices for discrepancies and accuracy
- Investigate any discrepancies found by customer
- Process and review customer credit applications
- Process customer credit card payments and post payments to correct account
- Assist with implementation of SAP
- Research unapplied cash
- Research and resolve customer complaints

Tax Associate

H&R Block - Troy, OH

2013 to 2014

- Prepared individual tax returns using electronic filing software
- Identified potential tax credits and liabilities for individual returns
- Advised against tax liabilities
- Computed taxes owed by following tax code
- Ensured clients do not pay unnecessary taxes
- Completed and filed forms accurately and timely

Leveck Lighting - Tipp City, OH

2013 to 2014

- Received and processed customer payments via check, money order, credit card, and pay pal
- Recorded customer payments in QuickBooks
- Collected money on past due accounts
- Generated and sent out statements twice a month
- Performed account reconciliations
- Researched and resolved account discrepancies
- Prepared bank deposits

- Investigated and resolved customer queries

Customer Service Representative

Acceptance Insurance - Piqua, OH

2012 to 2013

- Received and processed approximately 25-30 customers' insurance payments daily
- Scanned previous insurance information, driver's license, car title, and any other information needed to complete insurance policy into MOCHA system for corporate to issue customer policies
- Provided 3-5 insurance quotes and pricing information weekly to prospective customers
- Conducted daily customer follow-up calls and handled any customer issues
- Handled approximately 10-15 customer inquiries and complaints daily

Event Manager

Elite Catering - Beavercreek, OH

2011 to 2013

- Coordinated events such as weddings, Christmas parties and Bar Mitzvahs, which included food, music, and decorations
- Organized the events by assigning tasks to employees, putting up decorations, and setting up tables with decorations, plates, glasses, napkins, and silverware
- Recorded employees' hours to be turned in to owner
- Managed 5-15 employees for timeliness of food preparation, drinks, cake cutting, and event schedules
- Collected remaining event payments from clients and turned in to owner

Warehouse Clerk

Meijer Distribution - Tipp City, OH

November 1999 to April 2010

- Trained 15-20 new employees a year on job efficiency and duties
- Completed store orders and shipped high dollar merchandise to 72 Meijer Stores
- Counted inventory stored in the warehouse for accuracy
- Selected product orders to be shipped to the 72 Meijer Stores

Education

Bachelor of Business Administration in Accounting

American InterContinental University - Schaumburg, IL

March 2013

Associate of Arts in Business Administration in Managerial Accounting

American InterContinental University - Schaumburg, IL

2011

Skills

- Customer Service
- Accounts Receivable
- AR

- Receivables
- Cash Application
- Quickbooks
- Accounts Payable

Certifications and Licenses

Driver's License