

Jessica Corn

A competent professional with more than five years experience in demanding accounts payable and accounts receivable roles.

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EXPERIENCE

Blue Ridge Color Company, Roanoke, VA *Customer Relations and Accounts Manager*

June 2021 - PRESENT

- Assist with month end close out
- Produce monthly reports
- Calculate and create monthly customer rebate checks/credits
- Bill vendors monthly per customer deals
- Maintain confidentiality of organizational information
- Monitor accounts to ensure payments are up-to-date
- Handle Accounts Receivable for our eight locations
- Analyze and resolve issues on customer accounts

Blue Ridge Color Company, Roanoke, VA *Account Payable Specialist*

October 2015 - June 2021

- Assemble, review and verify invoices and payment requests
- Track and process expense reports
- Communicate with vendors and purchasers
- Assist with month end close out
- Produce monthly reports
- Calculate and create monthly customer rebate checks/credits
- Accurately maintain historical records
- Maintain confidentiality of organizational information

EDUCATION

James Madison University, Harrisonburg, VA (May 2015) *Bachelor of Science in Mathematics & Computer Science*

Virginia Western, Roanoke, VA

August 2020 - May 2021

Various accounting courses with the intention to transfer credits to pursue an accounting degree

SKILLS

- organizing and prioritizing
- attention to detail and accuracy
- confidentiality
- vendor relationships
- problem analysis and problem-solving
- ability to meet deadlines
- communication
- general business knowledge
- critical thinking

CERTIFICATIONS

Quickbooks 2021

CPR/First Aid 2018

