

Betty J. Levandoski
916 13th Ave. S. #9
Onalaska, WI 54650
Phone: (608) 519-1775
Email: bettyju@gmail.com

EXPERIENCE:

Temporary positions: Nov. 2010 - Present

Mcloone Metal Graphics
Feb. 2010 - Nov. 2010

LaCrosse, WI

BILLING/ACCOUNTS RECEIVABLE/COLLECTIONS/ACCOUNTS PAYABLE DATA ENTRY

Invoicing, cash application, credit & collections, customer service, receptionist back up, file maintenance, file review, in an ERP/Visual computer environment. Excel spreadsheet maintenance, AP matching & data entry of receipts for payment, processing credit card payments, making credit card payments, sales/quote spreadsheets, AR duties as assigned.

Global Fastener & Supply
2007-2009

New Berlin, WI

BILLING/ACCOUNTS RECEIVABLE/COLLECTIONS

Invoicing for three divisions within this company, high volume. Customer service, cash application, researching duplicate payments. Summary invoicing for special customers. Deductions from payments, issuing credits/debits when needed, processed credit applications, credit card payment processing. Created spreadsheets to condense enormous amounts of data for reports. Handled maintenance of balances over 60 day accounts to a report for the Owner on a weekly basis for three divisions. Handled daily deposit on as needed basis. Reception duties, mail distribution. All aspects of office duties.

Sheeley Service
2006-2007

Wauwatosa, WI

CLERICAL/OFFICE

Daily deposit, cash application, customer service, dispatching calls to drivers, invoicing, file maintenance, creating spreadsheets, recording driver daily activity and revenue, customer file maintenance, receptionist, handling duplicate payments, assisting with new ideas during growth in the company, all aspects of office duties.

Boehm-Madisen Lumber Co
2004-2006

Waukesha, WI

ACCOUNTS RECEIVABLE CLERK

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Bank deposit, cash application, deductions, short/over payments, statements, new accounts, COD deliveries, tax certificates and sales tax, customer service, cash flow report, invoicing.

Riteway Bus Service
2001-2004
SCHOOL BUS DRIVER
Germantown, WI

Federated Group
1999-2001
ADMINISTRATIVE ASSISTANT - (Temporary Position) 12/99-3/00

CUSTOMER SERVICE REPRESENTATIVE - (Full Time) 6/00-10/01

Customer service, placing and verifying purchase orders, tracking purchase orders for timely delivery, pricing discrepancies, maintained pricing database for Roundy's 4 distribution centers, customer/vendor concerns, researching deductions, general office duties.

Conway Central Express
1992-1999
CUSTOMER SERVICE REPRESENTATIVE
Franklin, WI

Billing, coding bills of lading, rate quotes, customer concerns.

DISPATCH ASSISTANT

Accurate input of pick up information into the CAD System, assisting drivers/customers via telephone, prepared dock paperwork, marking hazardous material, scanning paperwork, closing/dispatching loads to destination, dispatching as needed.

OS & D CLERK (Over Short & Damage)

Handling disposition of over, short or damaged freight, preparing freight for salvage on a weekly basis, performing freight inspections, tracing shipments, investigating freight claims, handling return freight. Monitored top accounts to achieve accurate billing, proper freight movement to destination, special handling of shipper, load and count accounts. Examined daily reports to insure inactive freight was properly handled.

Dawes Transport
1989-1991
Milwaukee, WI

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ACCOUNTS RECEIVABLE CLERK

Processed daily bank deposit on an average of \$300,000. Processed lock box correspondence, decreased 60/90 day receivables by approximately \$1,000,000 by reorganizing the A/R department which achieved current figures, shaped an accurate system to insure that all payments were properly applied. Researching & refunding duplicate payments, initiated an unapplied cash program that was used primarily by the Credit & Collections department for vital payment information. Assisted the controller in revising the G/L accounts during the online transition. Provided the Board of Directors with a weekly A/R recap for the 6 divisions. Submission of Dun & Bradstreet accounts, training and distributing work for two other co-workers, devised solutions to problems within the A/R department. Awarded the 1990 Merit Award, chosen from 12 co-workers. Backup receptionist as needed.

EDUCATION:

Mount Mary College - Completed 1 Year of General Courses-3.5 GPA

HIGHLIGHTS OF QUALIFICATIONS:

Microsoft Office, Excel, Outlook Express, ERP/Visual system, Newvision software, competency of basic office equipment. Accurate alpha/numeric data entry, (14000 kph-numeric 10 key, 70 wpm-alpha) attention to detail, excellent customer service skills, accurate cash handling, petty cash box, accounts receivable, adapt well to change, effective problem solving abilities, quick comprehension, function alone or as a team member, confidentiality, reception abilities, organizational skills, honest individual with excellent work ethic.