

MICHELLE I DAVIS

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SUMMARY

- * To obtain a professional position in an Accounting or Finance Dept.
Dedicated and technically skilled business professional with a versatile skill set developed through great experience.

SKILLS

- * Accts. Payable/Receivable
- * Financial Analysis & Reporting
- * Purchasing/Receiving
- * Customer Service
- * GL & Cash Reconciliation
- * Credit & Collections Operations
- * Project and Team Leadership

WORK EXPERIENCE

- * Mercury Tube Products -- Accounting Clerk/MFG 9/2015 to present
Duties include operating all AP/AR functions, Credit & Collections Ops, Customer Service, Shipping/Receiving, Purchasing, Data Entry and Cost Accounting & Reporting, Daily recording of production labor, QC for other internal depts.
- * Penwood PI Apts. -- Office Manager/Leasing 8/2014 to 8/2015
Duties include daily office operations including AR/AP, Database Mgmt., Filing, Processing work orders, Customer Service, Answer Multi Line phone system
- * Next Step Financial -- Office Manager/Loan Processor 12/2008 to 8/2014
Duties include opening/closing office, Database Mgmt., Processing mortgage loans from prequal to closing, Report preparation, Quarterly & Annual reports, Data entry, Customer Service

REFERENCES

- * Available upon request

