

**Patty Ehrlick**  
**906 North 7<sup>th</sup> Place, Johnstown, CO 80534**  
**(970) 587-5233(H) – (970) 673-2175(C) - ehrlick824@msn.com**

**PROFESSIONAL SUMMARY**

Accounting professional with 18+ years experience in internal billing auditing procedures within a credit reporting agency.

**WORK EXPERIENCE**

FACTUAL DATA – JUNE 22, 1992 to NOVEMBER 4, 2016

**POSITIONS**

**Accounting**

Internal Billing Auditor  
Franchise Liaison  
Backup for Accounts Receivable and Payable

**Director of Corporate Systems**

Manager for Technical Support  
Liaison between Technical Support and Programming  
Repository Auditing

**Technical Support**

Supervisor and Trainer

**Customer Service**

Supervisor and Processor

**Credit Report Processing**

Supervisor and Trainer

**Mortgage Processing**

Manager, Supervisor, Trainer  
Trained and supervised Mortgage Loan Processing  
Pre-underwriting Reviews

**AREAS OF EXPERTISE**

- Microsoft Excel Expert
- Creating and Modifying Macros
- Spreadsheets
- Microsoft Office Suite and Web-based Reporting Tools
- Account Maintenance
- Procedure Process Review and Development
- Complex Problem Solving Skills
- Quality Assurance
- Client Acquisition Data Analysis
- Auditing and Analyzing Internal and Vender Data Auditing

- Repository Code and Database Maintenance
- Customer Service
- Month end Closing
- Client Statement and Franchise Billing
- Oracle Accounts Receivable and Payable
- Expense Allocations
- Technical Manuals
- Monthly Management Reports
- Technical Support and Client Services Resource

## **PROGRAMS**

Oracle, Microsoft Office Excel, Word, Outlook, Power Point, DClip, Oracle Discoverer Reports, Proprietary Software