

Ashley Rodriguez

Billing Coordinator

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Focused professional versed in office operations, customer service, and administrative support. Demonstrated ability to lead, motivate, and coordinate personnel, streamline operations, and develop successful strategies to achieve organizational objectives. A reliable and organized individual who combines excellent problem-solving skills, strong work ethic, and an eye for detail to ensure the success of an organization.

EXPERIENCE

Office Manager/ Billing Coordinator

Projex, Inc, Denver, CO

Oct 2021 - Present

- Implemented office procedures, creating streamlined processes.
- Resolved customer inquiries and complaints with timeliness and professionalism.
- Supervised administrative staff, driving front office operations and continuous workflow.
- Prepared purchase orders and routed to project manager for approval.
- Developed effective communication strategies between departments within the organization.
- Implemented processes to streamline workflow throughout the office environment.
- Established relationships with external partners to facilitate business operations.
- Conducted research projects as required by upper management.
- Utilized excellent organizational skills to prioritize tasks effectively.
- Provided administrative support for executive staff, including scheduling meetings, preparing agendas and taking meeting minutes.
- Cleaned and organized office, maintaining orderliness and reducing contamination.

Accounts Payable Coordinator

Elements, Denver, CO

Jun 2018 - Oct 2021

- Prepared monthly reconciliations of supplier statements and identified discrepancies.
- Worked closely with other departments to resolve billing disputes or inquiries in a professional manner.
- Monitored all accounts payable transactions for correct coding and documentation.
- Provided excellent customer service when dealing with vendors regarding payment status inquiries.
- Analyzed vendor accounts to ensure accuracy of payments and resolve any discrepancies.
- Utilized SAP software for processing invoices, making payments, and tracking expenses.
- Developed strong working relationships with vendors to ensure timely payments.
- Performed month-end close activities, including accruals and journal entries.
- Participated in special projects as requested by management team members.
- Processed high volume of invoices accurately and efficiently.
- Reconciled vendor statements, researched and corrected discrepancies.
- Generated reports detailing accounts payable aging activity on a weekly basis.

Accounting Bookkeeper

Amerwood Court, Denver, CO

Feb 2013 - Jun 2018

- Managed accounts payable and receivable functions; created checks for vendors as needed.
- Ensured compliance with applicable laws, regulations, company policies, and procedures.
- Balanced subsidiary accounts by reconciling entries.
- Processed payments, prepared invoices, reconciled bank statements, and maintained records of accounts receivable and payable.
- Handled cash and deposits using proper accounting procedures and documentation.
- Maintained subsidiary accounts by verifying, allocating and posting transactions.
- Developed strong organizational skills to keep track of multiple clients' accounts simultaneously.
- Updated QuickBooks to reflect current financial records.
- Monitored customer accounts for overdue payments while providing friendly reminders via email or phone calls.
- Maintained and updated chart of accounts, petty cash, and month-end closing.

EDUCATION

High School Diploma

Westminster High School

May 2011

SKILLS

- Customer Relations
- Mail Handling
- Credit and Collections
- Banking Operations
- Team Bonding
- Business Administration
- Organizational Skills
- Accounts Payable and Receivable
- Coaching and Training
- Database Administration
- Senior Leadership Support
- Account Reconciliation
- Workflow Planning
- Project Management
- Billing and Invoicing
- Office Supplies and Inventory
- Excellent Multitasking Abilities

REFERENCES

References available upon request