

Tai Hinojosa

Collections Manager I - Schroeder Roofing

Loveland, CO 80538
taihinojosa6_xs7@indeedemail.com - 303-746-9008

Seeking an accounts payable or accounts receivable position with leadership responsibilities including problem solving, planning, organizing and managing accounts to achieve the corporate goals.
Authorized to work in the US for any employer

WORK EXPERIENCE

Collections Manager I

Schroeder Roofing - Loveland, CO - 2014-10 - Present

I am responsible for timely collection of all accounts receivable. I utilize several collection practices including calling, emailing and faxing. I work daily with insurance companies to obtain full payment as well as provide necessary documents, as well as in depth research. I have collected over 6 million dollars in my time at Schroeder.

Accounts Payable Associate

- 2014-05 - 2014-09

I entered 200 invoices per day, with special attention to detail to ensure accurate keying and payment. As a reconciliation associate I reviewed all statements to ensure balances matched, invoices were received and all credit memo's had been keyed. I communicated with all vendors to obtain missing information i.e. invoices, credit memos, spiffs, early pay discounts etc. I also handled all communication for invoice discrepancies.

Co-Owner and Office Manager

R/T Performance Automotive - Longmont, CO - 2013-10 - 2014

As the Co-owner of R/T I have held many responsibilities from A/R, A/P: entering invoices received, confirming correct pricing and quantity then scheduling for payment per terms. Scheduling repairs, service writing, ordering parts, inventory, customer service and on occasion help technicians when possible.

Accounts Receivable Specialist

JBS SWIFT - Greeley, CO - 2013-01 - 2013-10

At JBS I was recruited to perform collections for high value accounts. This included contacting the customer via phone and email, sending current account aging, posting payments, scanning payments, verifying shipping, researching and resolving shipping disputes and charges. As well as maintaining timely payments from customers, placing accounts on hold and submitting to collections if all other attempts at collections failed.

Open Item specialist

Pharmerica Pharmacy - Longmont, CO - 2009 - 2012-03

3rd Party collections: Recruited to reduce overall A/R by reconciliation of claims. Used problem solving and conceptual thinking to resolve claims by finding mis-applied payments, reprocessing claims, having 3rd party re process claims or in the event that the claims were simply too old to resolve writing off the balance. Because of my persistence and ability to think outside of conventional reasoning I was able to bring down the A/R on each of my pharmacies by well over 80% and receive above average reviews.

Admissions and Census: Duties include processing admissions at a timely speed with 100% accuracy while maintaining the census box to within 3 business days.

Office Manager

Clean Pro - Lakewood, CO - 2001 - 2008

As the office manager I established new methods for scheduling jobs. Created invoices and mailed. Upon receipt of payments posted to accounts. I performed all general collection duties at end of month when needed. As well as collection and tracking of time sheets and payroll on a weekly basis.

Annual inventory, organization and tracking. Filing and storing of archives. Accounts receivable duties included but were not limited to contacting vendors to request corrections to invoices, credits, refunds etc. Checking for accuracy, matching purchase orders with invoices and finally entering them into the system. Processing for payment per terms

Personal References available upon request

◆ Loveland Co.80538 ◆T: 303-746-9008 ◆ thinojosa0218@gmail.com ◆

ADDITIONAL INFORMATION

In order to realize my goal to achieve success in a business setting, I have strived to obtain both an exemplary education and practical experience. In addition to my office experience, I can also offer your organization many invaluable assets such as dedication, organization, self-motivation, and I have the desire to learn in areas where I lack experience. My office experience includes, but has not been limited to, data entry, phones, filing, multi-tasking, dispatching, customer service, client communication, collections both private and Medicare D and Medicaid, admissions, census and overall accounts receivable reductions. My computer knowledge include skills such as Windows 95, 98, XP, 7,8, 10, Microsoft Outlook, Excel, and other windows based

Applications, As400, Docu-track, SAP, PeopleSoft, On Base, QuickBooks, Wintac, Stagistics and more.

Other Skills:

- Analytical thinking, decision making and problem solving skills.
- Excellent Personal Communication skills
- Project management skills: Influencing, leading, negotiating and delegating abilities
- Conflict resolution
- Adaptability and tolerant to stressed situations
- Creative thinking and organizational skills
- Effective listening skills
- Decision making and negotiating skills
- . Determination and diplomacy skills