

TERRI L. RAMIREZ
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DISTINGUISHED ABILITIES

- Detailed oriented and technically skilled in Accounts Receivable
- 32+ years experience
- Generally accepted accounting practices
- Vendor relationship management
- Revenue and account reconciliation
- Adept at tracking client invoices, monitoring payments, finances and handling customer accounts
- Customer complaint resolution
- Spreadsheet creation and management
- QuickBooks
- Microsoft Office Suite

PROFESSIONAL BACKGROUND

2015 to Present – Perry Tool & Die

Office Assistant

- Front desk receptionist
- Respond and resolve all vendor phone calls, inquiries, complaints, and disputes
- Track and maintain vendor accounts
- Process and track all vendor invoices
- Reconcile all accounts receivables
- Receive, post and reconcile all vendor payments
- Procure, track and maintain office supplies

10/2005 – 5/2010 – Eclipse Engineering

Accounting Clerk

- Verified and posted account transactions in the general ledger
- Scanned and maintained invoices in the electronic filing system
- Maintained all billing files, payments, and pending payment files
- Prepared and generated customer invoices and requisition forms
- Managed all accounts payable and receivables

3/1993 – 9/1998 – Carpet Exchange Corp

Accounts Receivable Specialist

- Analyzed and audited cash receipts; updated customer accounts; by cash receipts, checks and bank deposits in relevant database system
- Worked directly with managers of all 19 local storefronts and the company president
- Resolved all invoice issues and discrepancies
- Verified and generated customer invoices
- Generated daily, weekly, and monthly reports

EDUCATION

- Community College of Denver

- 1988 Presidential Award Recipient

REFERENCES

Available upon request