

# Zachary Kiley

## **Accounts Receivable/Replenishment Specialist**

Green Bay, WI 54311

[zachkiley745@gmail.com](mailto:zachkiley745@gmail.com)

(920) 784-5812

## Work Experience

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### **Accounts Receivable/Replenishment Specialist**

Independent Mobility Plus/Natural Beauty Growers - Green Bay, WI

November 2017 to June 2018

Ran credit card, check and cash payments daily.

- Balanced credit cards at the beginning of each day and ran a total balance at the beginning of each month.
- Posted deposits which were required when posting checks.
- Handled all denials from insurance companies and attempted to gather all pertinent data regarding each denial.
- Answered phone calls and also called insurance companies.
- Mailed and electronically entered HCFA's (ICD 10) to specific insurance companies.
- Researched unpaid balances on patients' accounts.

### **Retrieval Kit Processor (QA)**

Bay Valley Foods - Green Bay, WI

February 2017 to October 2017

Processed retrieval kits.

- Processed requests for changes in the cases from the plants in Excel.
- Entered data into the 9UX system in a timely manner.

### **Test Center Administrator**

Prometric Testing Center - Green Bay, WI

November 2013 to November 2016

Set up candidates for testing.

- Entered information into Excel online and other custom programs.
- Was certified to be a test center administrator on annual basis.
- Helped set up and get computers running if they failed during the day.
- Helped install a computer as well as helping to reimage a computer.

### **Test Center Administrator**

Adecco - Green Bay, WI

February 2013 to November 2013

Test Proctor

- Worked at the Shopko distribution center unloading trailers and gained a general knowledge on how to label the correct sku.
- Worked at Prometric using Microsoft Word and Excel in the testing area until hired.

## **General Laborer**

Spancrete / Aerotek - Valders, WI  
August 2012 to October 2012

Read blueprints and readied the supplies needed for the day.

- Helped lay and pour the beds.

## **Quality Specialist**

Extrutech Plastics - Manitowoc, WI  
April 2012 to August 2012

Helped set up the machine to run the extrusions and cut 6" samples from them to run tests to make sure that they were good to be shipped out.

- Worked on the docks loading the extrusions on to the trailers.
- Used computer programs such as Excel to type in all of the information gathered from the tests I ran on the product.
- Utilized calipers and micrometers.

## Education

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De Pere High School

## Skills

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AR, Accounts Receivable

## Additional Information

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### SKILLS

Wpm - 60

Excellent with Microsoft products

Great people person

Quick learner

Proficient knowledge of computers

Great math skills

Workforce Certificate