

# Jessica Lang

Austin, TX 12345  
jessica.lang@example.com  
(555) 789-1234  
WWW: LinkedIn | Portfolio

## Key Skills

- Account reconciliation
- Billing and invoicing
- Cash flow optimization
- Client relationship management
- Financial reporting
- Process improvement
- Regulatory compliance

## Education

Bachelor of Business  
Administration (B.B.A.) in  
Finance

University of Texas At Austin | 2019

A results-driven AR specialist with five years of experience, specializing in cash flow management, account reconciliations, and financial analysis. A strong history of spearheading process improvement efforts to enhance financial reporting, reduce outstanding balances, and maximize profitability.

## Professional Experience

### Accounts Receivable Specialist

Clearview Finance Solutions, Austin, TX | October 2021 - Current

- Oversee 24 client accounts with monthly revenues ranging from \$80,000 to \$350,000, including payment processing, invoicing, and AR
- Spearhead initiatives to streamline the billing system, reduce overdue balances by 28%, and improve cashflow by \$290,000 per year
- Resolve client disputes and discrepancies and collaborate cross-functionally with sales and accounting teams to enhance the accuracy of financial reporting

### Junior Accounts Receivable Specialist

Gateway Accounting Group, Dallas, TX | August 2019 - October 2021

- Prepared monthly invoices for over 20 accounts valued at up to \$130,000, reconciled monthly financial reports, and resolved account discrepancies with exceptional accuracy
- Communicated with clients to resolve past due balances, successfully recovering \$90,000 in outstanding payments over a two-year period

## Certifications

- Certified Accounts Receivable Specialist (CARS) | National Association of Accounts Receivable Professionals | October 2020
- Certified Financial Operations Professional (CFOP) | Institute of Financial Operations | June 2019