

aktrussell0718@icloud.com

(832) 233-6323

Dayton, Texas 77535

Skills

- Accounting Expertise
- Purchase Order Management
- Records Maintenance
- Client Relationship Management
- Invoice Processing
- Accounting Proficiency
- QuickBooks Proficiency
- Records Management
- Audit Support
- Invoice Reconciliation
- Expense Tracking
- Vendor Relationship Management
- Payment Scheduling
- Microsoft Office Proficiency
- Service Coordination
- Database Management
- Work Order Management
- Dispatch Coordination
- Schedule Management
- Jobber, Wintac, Kickserv, Housecall Pro and Service Titan service dispatching Proficiency
- Geographical Knowledge
- Critical Thinker
- Training New Hires
- Stress Tolerance
- Staff Training and Development
- Payment Negotiation
- Credit Risk Analysis
- Dispute Resolution
- Staff Recruitment and Hiring
- Prioritizing and Planning
- Operational Reporting
- Quality Assurance
- Credit Approval and Denial
- Collections Actions
- Intuit QuickBooks
- Staff Management

Education And Training

05/2005

High School Diploma:

Amanda Trussell

Summary

Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking opportunities to expand skills while facilitating company growth. Hardworking employee with customer service, multitasking, and time management abilities. Devoted to giving every customer a positive and memorable experience.

Experience

Vertech Services LLC - Accounts Payable Administrator

Baytown, TX

02/2023 - Current

- Prepared and processed payrolls.
- Answered inquiries from internal staff regarding payment status of invoices or outstanding balances.
- Recorded debit, credit and account transactions in computer spreadsheets and databases.
- Verified supplier accounts by reconciling monthly statements and related transactions.
- Monitored loans and accounts payable to confirm payments are current.
- Maintained financial aging report to ensure consistent accuracy.
- Performed other duties as assigned by management or senior accounting staff.
- Developed strong relationships with vendors to facilitate efficient resolution of any disputes or discrepancies.
- Prepared bank deposits by verifying and balancing receipts and sending cash and checks to banks.
- Processed employee expense reports for reimbursement in compliance with corporate policies.
- Reconciled accounts payable documents, including invoices to facilitate payments.
- Reconciled vendor statements, researched and corrected discrepancies as necessary.
- Checked accounting system on regular basis to monitor transactions.
- Worked cross-functionally with various teams and departments to improve operations.

TruHuss Logistics LLC - Owner/Operator Truck Driver

Dayton, TX

10/2021 - 11/2022

- Communicated with customers regarding delivery times and location details.
- Established relationships with customers through use of interpersonal, active listening and inquiry response skills.
- Managed records related to vehicle maintenance, inspections, repairs,

Lincoln Academy

Houston, TX

registration and insurance coverage.

- Performed pre- and post-trip safety and maintenance checks to mitigate hazards.
- Coordinated with dispatch to receive updates, communicate efficient routes and convey delays.
- Managed unexpected emergencies and route changes with calm and professionalism.
- Provided customer service by responding to inquiries in person or via telephone and email.
- Recorded expenses and maintained receipts.
- Planned efficient routes and adjusted strategies based on current weather and traffic information.
- Ensured compliance with DOT regulations including hours of service, weight limits, hazardous material handling requirements and driver qualifications.
- Collaborated with others to discuss new opportunities.

FloGuard Plumbing LLC - VP Of Operations

Crosby, TX

06/2019 - 08/2021

- Devised effective business strategies to capitalize on emerging market trends.
- Led complete review of operational costs and potentially wasteful practices, resulting in minimal cost increases as company headcount and business volume skyrocketed.
- Mitigated business risks by working closely with staff members and assessing performance.
- Coordinated cross-functional teams in order to meet project timelines and deliverables.
- Drove business development by pursuing partnerships, funding and revenue streams.
- Reviewed financial statements and sales or activity reports to measure productivity or goal achievement.
- Performed account reconciliations as required including bank statement reconciliation, credit card reconciliations.
- Analyzed purchase orders, contracts, invoices, check requests and other documents related to the accounts payable cycle.
- Maintained accounts payable files and records in an organized manner.
- Prepared and updated vendor files, tax documents and insurance information.
- Developed invoicing systems and internal controls to boost billing efficiencies.
- Generated financial statements and reports detailing accounts receivable status.
- Performed day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.

Pioneer Plumbing And Septic - Office Manager

Humble, TX

05/2015 - 05/2019

- Managed, scheduled and coordinated office functions and activities for employees.
- Mediated conflicts between employees and facilitated effective resolutions to disputes.
- Automated office operations for managing client correspondence, payment schedules and data communications.

- Resolved customer inquiries and complaints requiring management-level escalation.
- Trained employees on triaging and dispatching procedures to properly handle daily calls.
- Investigated and resolved customer and vendor issues to retain business.
- Mentored junior team members and managed employee relationships.
- Supervised driver dispatching, route planning and vehicle tracking for over 15 drivers.
- Utilized computer systems to locate addresses, calculate estimated arrival times, and provide directions when necessary.