

Miquasia Pittman

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SUMMARY

Committed job seeker with a history of meeting company needs with consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand.

SKILLS

G Suite	Salesforce	Data Entry
Microsoft Office Suite	NetSuite	Invoicing and Billing
Slack	Quickbooks	Updating Customer Accounts

PROFESSIONAL EXPERIENCE

Amplify Education, Inc.

June 2023-Current

Temporary Remote Accounts Receivables Collections Specialist

- Generate and send 600 accurate invoices monthly to schools by reviewing purchase orders and customer information
- Ensure data accuracy in NetSuite, Salesforce, and Google Sheets, aligning with purchase orders
- Proactively follow up with 20 customers daily, ensuring timely invoice payments, collecting remittance details and investigating delinquent accounts

Harrison's Tax and Consulting, LLC

June 2021-Current

Remote Bookkeeper

- Manage and maintain accurate records of all revenue and expenses, ensuring the reconciliation of 5 business accounts as necessary
- Prepare and analyze monthly financial statements, including Profit & Loss and Balance Sheet reports, to provide clients with valuable insights into their financial performance
- Proactively communicate with clients to collect and organize receipts, documents, and invoices, effectively maintaining their books and promoting smooth financial operations

Woodforest National Bank

September 2017-December 2018

Retail Banker

- Processed teller transactions such as Western Union, Money Orders, withdrawal, ACH bill payments, transfers and deposits
 - Marketed checking and savings accounts, lines of credit, and overdraft services daily to open 10 new accounts monthly
 - Provided Outstanding customer service by efficiently listening to customers inquiries and offering financial advice
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EDUCATION & TRAINING

Bachelor of Science in Business Administration

The University of North Carolina at Greensboro

CERTIFICATIONS

QuickBooks Online

QuickBooks Certified ProAdvisor
