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| Stacey Morris231 Brueghel, Blacklick, OH 43004 · 614-535-8960 |
| A highly driven, resourceful, and dependable Accounts Receivable Manger seeking a full-time position in the Accounting field where I can lend my considerable knowledge to help grow an organization. |

# Experience

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| July 2010 to presentRite Rug co.Responsible for the Accounts Receivable for the company which grew from a handful of locations to locations up and down the East Coast. Responsible for Billing, Collections, Posting Payments, Bank Reconciliations, AIA Billing, processing Commercial Contracts and Subcontract Agreements, Pre-Qualifications, hiring and training of employees. Worked with Attorneys on small Claims court and filing lawsuits. In charge of filing liens and Notice of Commencements/Furnishings. Also took over the Internal Audit Department which monitored the margins for the company and worked with the locations on best billing practices. Promoted to Special Projects for the Presidents which included writing new procedures for the company. |
| August 2016 to September 2009TrueLine Metal CompanyOffice ManagerResponsible for all Accounts Receivable which included AIA billing and processing Certified Payroll Reports. Accounts Payable which included the paying of and filing all taxes. Human Resources, processing all Union Members paperwork. Company is now defunct.july 2016 to july 2006safety solutions inc.Accounts REceivable ManagerStarted out in processing credits and refunds. Then moved to posting payments. Promoted to Accounts Receivable Manager. Responsible for billing, collections, and posting payments. Also responsible for monitoring margins. Helped work on procedures for their Shoemobile program. |

# Education

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| Westland High SchoolGraduated |
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# Skills

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| * Proficient in Microsoft Office
* Ten-key Calculator
 | * List one of your strengths
* List one of your strengths
* List one of your strengths
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# Activities

Use this section to highlight your relevant passions, activities, and how you like to give back. It’s good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.