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| John Smith |
| SummaryResults-driven Billing Specialist with over 5 years of experience in managing billing processes and improving accounts receivable. Proven track record in streamlining billing operations and enhancing customer satisfaction.Work Experience**Billing Specialist Mar 2021 – Present**DEF Industries Chicago, IL* Managed billing operations for a portfolio of over 500 clients, achieving a 98% on-time payment rate.
* Implemented new billing software that reduced processing time by 30% and improved accuracy.

**Accounts Receivable Clerk Jan 2018 – Feb 2021**GHI Solutions Chicago, IL* Processed and reconciled invoices, ensuring compliance with company policies and procedures.
* Collaborated with cross-functional teams to resolve billing discrepancies and improve cash flow.

EducationBachelor of Business Administration Jan 2017*DePaul University**Chicago, IL*certifications* Certified Billing and Coding Specialist – AAPC – 2020
 | Contact(987) 654-3210john.smith@example.comChicago, IL 60601SkillsAccounts ReceivableBilling SoftwareFinancial ReportingCustomer RelationsData AnalysisReconciliationRegulatory ComplianceTeam LeadershipProblem ResolutionProcess Improvement |