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| John Smith | | |
| Summary  Results-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.   Education Bachelor of Business Administration Jan 2017 *DePaul University**Chicago, IL*  certifications   * Certified Billing and Coding Specialist – AAPC – 2020 | Contact  (987) 654-3210  john.smith@example.com  Chicago, IL 60601  Skills  Accounts Receivable  Billing Software  Financial Reporting  Customer Relations  Data Analysis  Reconciliation  Regulatory Compliance  Team Leadership  Problem Resolution  Process Improvement |