

# DEVON PARK

Recent accounting graduate with 14 months of AR support experience through a campus work-study and a summer internship. Comfortable with QuickBooks and Excel pivot tables. Looking for a first full-time AR clerk role.

## EDUCATION



B.B.A. in Accounting, Relevant coursework: Intermediate Accounting I and II, Auditing, Accounting Information Systems

University of Tulsa  
June 2024

## KEY SKILLS



- QuickBooks Online and Desktop
- Excel (VLOOKUP, pivot tables, SUMIFS)
- Banner ERP
- Cash application and check posting
- 10-key by touch (about 10,000 KPH)
- Customer service and phone collections basics

## PROFESSIONAL EXPERIENCE



Accounts Receivable Intern | Cascade Valley Foods, Tulsa, OK  
March 2024 – Present

- Posted incoming customer payments to QuickBooks, processing 80 to 110 checks and ACH receipts per day during peak weeks.
- Researched short-pay discrepancies and prepared the supporting documentation that the AR supervisor used for credit memos.
- Helped reconcile a \$47,000 variance between the lockbox file and the AR subledger that had carried over from the prior month.
- Filed and digitized two years of paper remittance advices into the shared drive.

Student Office Assistant, Bursar's Office | University of Tulsa, Tulsa, OK  
June 2022 – February 2024

- Answered student billing questions at the front counter and routed payment plan requests to the appropriate counselor.
- Posted tuition payments and applied financial aid disbursements in the Banner system.
- Pulled weekly past-due reports and mailed reminder notices for accounts over 30 days old.