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CONTACT INFORMATION



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Tempe, AZ 12345

EDUCATION

- B.S. IN ACCOUNTING, ARIZONA STATE UNIVERSITY, 2024
- RELEVANT COURSEWORK: INTERMEDIATE ACCOUNTING I & II, AUDITING, FEDERAL TAXATION
- MEMBER, BETA ALPHA PSI

KEY SKILLS

- QuickBooks Online
- athenaCollector
- Excel (VLOOKUP, sorting, filters)
- Cash posting
- Bank reconciliation
- Invoice processing
- Customer communication
- Data entry accuracy

Frank Rogers

Accounts Receivable

Recent accounting graduate with internship experience in cash application and billing support. Comfortable with QuickBooks and Excel, and eager to grow into a full AR analyst role. Detail-focused and quick to flag discrepancies during reconciliation.

PROFESSIONAL EXPERIENCE

ACCOUNTS RECEIVABLE INTERN I SAGUARO MEDICAL GROUP, TEMPE, AZ I JUN 2024 - PRESENT

- Apply daily patient and insurance payments across 4 clinic locations, posting approximately 220 transactions per week in athenaCollector.
- Match remittance advice to open invoices and flag mismatches for the senior biller to review.
- Helped clean up a roster of small-balance write-offs totaling around \$6,800, which had aged past 180 days.
- Answer billing questions from patients and document each call in the practice management system.

BOOKKEEPING ASSISTANT (PART-TIME) I MOSAIC CPA GROUP, TEMPE, AZ I SEP 2023 - MAY 2024

- Entered vendor invoices and customer payments into QuickBooks Online for 12 small-business clients.
- Reconciled monthly bank and credit card statements under the supervision of a staff accountant.
- Prepared invoice batches and emailed statements to client customers each Friday.