



Mirela Suzuki

Senior Billing Specialist

Certified Professional Biller with 6 years of experience in invoice verification, freight audit and reconciliation, and accounts receivable management using SAP and QuickBooks. Maintained a 98.16% invoice accuracy rate by verifying billing data against signed contracts and time-entry records before each cycle close, while managing monthly receivables averaging \$1.42M.

CONTACT INFORMATION



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Chestertown, MD 12345

EDUCATION

BS Accounting, Towson University
Towson, MD | 2016 – 2020

KEY SKILLS

- SAP
- QuickBooks
- Microsoft Excel
- Accounts Receivable Management
- Freight Audit and Reconciliation
- Invoice Verification
- GAAP Compliance
- PCI-DSS Standards
- Data Analysis and Reporting
- Client Fee Calculation

PROFESSIONAL EXPERIENCE

SENIOR BILLING SPECIALIST | SASSAFRAS CREEK PROFESSIONAL SERVICES, CHESTERTOWN, MD

2023 – PRESENT

- Maintained a 98.16% invoice accuracy rate by verifying billing data against signed contracts and time-entry records before each cycle close.
- Managed monthly receivables averaging \$1.42M, reconciling balances in SAP and flagging aged items over 45 days for follow-up.
- Completed 23 freight audits per month, cross-referencing carrier invoices to shipping manifests and recovering \$32,470 in overcharges during the first year.
- Tracked accumulated hours and dollar amounts for professional-services engagements, producing fee summaries within 2 business days of each period close.
- Answered billing-related telephone inquiries and scheduled internal review appointments for 4 department managers.

BILLING SPECIALIST | CHESTER RIVER LOGISTICS GROUP, CENTREVILLE, MD

2021 – 2023

- Verified accuracy of billing data for 7 client accounts each month, reducing line-item discrepancies from 64 to 18 per quarter.
- Managed monthly receivables of \$873,400, posting payments in QuickBooks and reconciling bank deposits within 48 hours.
- Completed 14 freight audits per month, comparing quoted rates to actual charges and documenting variances for management review.
- Ordered office supplies and coordinated equipment purchases, keeping the billing department under its \$4,950 quarterly budget.

BILLING CLERK | CORSICA RIVER STAFFING PARTNERS, EASTON, MD

2020 – 2021

- Verified billing data for 5 client accounts, matching time-entry logs to invoices and correcting errors before supervisor review.
- Managed monthly receivables of \$517,200, entering payments into QuickBooks and preparing deposit summaries each Friday.
- Performed administrative tasks including answering 35 telephone calls per day, filing correspondence, and scheduling appointments for 3 account managers.

CERTIFICATIONS

- Certified Professional Biller, AAPC, 2021