**Roger A. Cormier**

1031 Frosty Lane

Avoca, NY 14809

Phone: 607-566-2133

Email: racormier@anymail.com

**Career Objective:**

To work as billing clerk for “ATC Company.” and help the management in monitoring revenue and keeping records of money owed by customers.

**Summary of Skills:**

* Excellent billing experience and good typing speed
* Basic working knowledge of accounting and clerical skills
* Strong math, computer, and problem solving skills
* Ability to collect purchase orders, goods dispatched receipts, and acknowledgement for goods received for billing
* Skilled in multitasking and working with minimal supervision
* Self-motivated, and honest individual with good telephone skills

**Work Experience:**

Billing Clerk

Medicare Inc., Avoca, NY

October 2014 - Present

* Collecting purchase orders, preparing and issuing invoices to customers
* Issuing monthly customer statements and sending reminders to customers for payments
* Preparing and updating customer files with issues invoices, payment received, and payment pending
* Entering invoices into respecting customer file and send hard and soft copies
* Preparing final invoices for mailing and performing clerical duties
* Answering telephones and redirecting calls to concerned people

Billing Clerk

Sonic Automotive, Avoca, NY

February 2013 - September 2014

* Prepared and submitted reports on accounts receivables to the management
* Visited clients and collected payment in checks for the company
* Collecting supporting material and calculated final amount on the bills receivable
* Checked and verified data input in the accounting system
* Updated accounting records with payment received
* Identified and rectified prices levied on the bill referring to price list

**Education:**

* High School Diploma
Lotus School, Avoca, NY
2012

**Reference:**

Available upon request.