***Ashley Fry***

***97 Arbor Crescent***

***St. Albert, AB***

***780-504-0623***

***QUALIFICATIONS HIGHLIGHTS***

*-Business accounting diploma*

*-Three years accounting experience*

*-Ability to prepare and interpret period, cost statements and related reports*

*-Experience processing invoices, payments and deposits*

*-Ability to process and applying electronic fund transfers*

*-Effective in credit and collections*

*-Accurate and timely data entry*

*-Proficient with Simply Accounting and Quickbooks*

*-Proficient in MS Office*

*-Self-motivated with exceptional client services skills with both internal and external clients*

*-Over 8 year’s administrative experience.*

***WORK EXPERIENCE***

***COMPLETE BOOKKEEPING SOLUTIONS***

*Jr. Bookkeeper January 2017- Present*

*-Bookkeeping for multiple clients*

*-Accounts payable*

*-Accounts receivable*

*-Data entry*

*-Credit card and bank reconciliations*

*-Payroll remittance*

*-GST remittance*

*-Telephone trouble shooting*

***CONSOLIDATED GYPSUM***

*Credit Analyst/AR June- 2013- May 2015*

*-Approval and analyst of credit applications concerning new accounts/customers, setting up limits and -terms according to the company’s credit policies.*

*-Assist in all legal proceedings – liens, statement of claims, locates, etc.*

*-Assist with preparing month end stats/reports for performance measurement.*

*-Liaising with other departments (sales, operations etc.) as required*

*-Monitor existing customer accounts. Follow up and collection of overdue accounts. -Analyzing and investigate discrepancies.*

*-Attend customer meetings*

*-Processing various collection and reconciliation letters*

*-Negotiate payment schedules for collection of problem accounts*

*-Establishing a program to minimize past due accounts, including placing customers on credit hold, based on a sound evaluation of a customer's ability to repay*

*-Release orders for shipment based on credit terms and limit*

*-Reporting to Management to update on customers credit*

*-Other reconciliations and analysis’ required by Credit Manager*

*-Daily reconciliation of credit card, debit, cheque, and cash*

*-Daily posting of A/R sub-ledger*

***KODIAK EXCAVATING***

*Jr. Bookkeeper March 2012- June 2013*

*-Accounts payable/Receivable*

*-Assist with bank and credit card reconciliations*

*-Assist with payroll*

*-Data Entry*

*-Collection calls*

*-Prepare and print cheques*

*-Prepare customer invoices*

*-Bank deposits/reconciliations*

*-Process credit applications*

*-Create and maintain customer, vendor, and employee files.*

***AIRTEK SYSTEMS***

*Reception/ Parts May 2007- March 2012*

*-Answering a multi-line telephone system*

*-Creating and processing all work orders*

*-Creating manuals for air compressors*

*-Data Entry*

*-Greeting customers*

*-Moneris payments*

*-Calling customers for parts and vehicle pick-ups*

*-Prepping and packaging parts for delivery and pick up*

*-Delivering parts to mechanics in the shop*

*-Keep track of parts inventory*

***EDUCATION***

*-Business Accounting Diploma – CD-ED (2014)*

***VOLUNTEER WORK***

*-Habitat for Humanity- Building homes for a nonprofit organization.*

*-Fresh Wave Program- Serving food to the homeless downtown Vancouver.*

*-Vancouver Coastal Health Harm Prevention Program- Learning and experiencing Vancouver’s harm prevention program.*

*References available upon request.*