

# Thalia Groleau

Accounts Receivable Specialist

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📍 1234 Maple Street, St. Paul, MN 55102

## Education

**Associate of Applied Science in Accounting at Anoka-Ramsey Community College, Coon Rapids, MN**

Aug 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Tax Accounting, Auditing, Cost Accounting, Payroll Accounting, Accounting Information Systems, Business Law, and Economics.

## Links

[linkedin.com/in/thaliagroleau](https://www.linkedin.com/in/thaliagroleau)

## Skills

QuickBooks proficiency

Excel expertise

Invoicing accuracy

Collections management

Reconciliation abilities

Financial analysis

ERP software (e.g., SAP)

## Languages

English

Italian

## Hobbies

## Profile

Detail-oriented Accounts Receivable Specialist with 1 year of experience in managing invoicing, payment processing, and financial reporting. Proficient in accounting software and Microsoft Office applications. Demonstrates excellent communication skills and the ability to maintain strong relationships with clients and colleagues. Committed to ensuring accurate and timely financial data, supporting team goals, and maximizing company revenue.

## Employment History

### Accounts Receivable Specialist at UnitedHealth Group, MN

Mar 2023 - Present

- Successfully reduced the company's outstanding accounts receivable balance by 25% within a six-month period, resulting in an improvement in cash flow and a reduction in bad debt expenses.
- Streamlined the invoicing process by implementing a new automated billing system, leading to a 20% reduction in manual errors and improving the overall efficiency of the accounts receivable department.
- Improved the company's average days sales outstanding (DSO) metric by 15% within one year, significantly shortening the time it took for UnitedHealth Group to collect payments from customers.
- Developed and implemented a comprehensive training program for new accounts receivable team members, resulting in a 30% decrease in onboarding time and increased employee retention by 10%.

### Accounts Receivable Associate at Cargill, MN

Aug 2022 - Feb 2023

- Successfully reduced outstanding accounts receivables by 35% over a 12-month period through diligent follow-up and negotiation with clients, resulting in improved cash flow for Cargill, MN.
- Streamlined the invoice processing system by implementing an automated software solution, reducing manual data entry errors by 25% and increasing efficiency in the accounts receivable department.
- Enhanced customer satisfaction by promptly resolving billing disputes, resulting in a 20% reduction in complaints related to invoicing issues and strengthening relationships with key clients.
- Collaborated with cross-functional teams to develop and implement a credit management policy, leading to a 15% decrease in bad debt write-offs and improving the overall financial health of the company.

## Certificates

### Certified Accounts Receivable Specialist (CARS)

Feb 2022

### Certified Credit and Collection Professional (CCCP)

Nov 2020