Jamyrah Gallart

Billing Analyst

👤 Profile

Dedicated Billing Analyst with 1 year of experience in efficiently managing invoicing and payment processes in a fast-paced environment. Proficient in utilizing financial software, analyzing data to ensure accuracy, and resolving discrepancies. Demonstrates strong attention to detail, excellent communication skills, and a commitment to enhancing organizational revenue.

💼 Employment History

Billing Analyst at Paycom, OK

Mar 2023 - Present

- Successfully reduced invoice discrepancies by 15% within the first year by implementing new billing processes and streamlining communication between departments at Paycom, resulting in increased customer satisfaction and timely payments.
- Identified and recovered over $50,000 in lost revenue within six months by conducting thorough audits, reconciling accounts, and working closely with clients to resolve outstanding balances, significantly improving the company's cash flow.
- Enhanced billing efficiency by 20% through the creation and implementation of a comprehensive training program for new hires, ensuring that all team members were well-equipped to handle their responsibilities and contribute to the overall success of the Billing department at Paycom.

Associate Billing Analyst at Nextep, OK

Sep 2022 - Feb 2023

- Successfully reduced invoice errors by 35% in the first year by implementing a robust data verification process and conducting regular audits, resulting in increased client satisfaction and timely payments.
- Streamlined the billing process by automating 60% of manual tasks, leading to a 25% increase in efficiency and reducing the average billing cycle time by 15%.
- Identified and resolved over $1.2 million in billing discrepancies within a span of 18 months, ensuring accurate invoicing and improving the company's overall financial performance.
- Played an instrumental role in the development and implementation of a new billing software system, which led to a 20% improvement in the speed and accuracy of generating invoices and a 10% reduction in customer complaints related to billing.

🎓 Education

Bachelor of Science in Finance or Accounting at University of Oklahoma, Norman, OK

Sep 2018 - May 2022

Relevant Coursework: Financial Accounting, Managerial Accounting, Corporate Finance, Financial Statement Analysis, Cost Accounting,

Details

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Links

linkedin.com/in/jamyrahgallart

Skills

Excel proficiency

QuickBooks expertise

Data analysis

Invoicing accuracy

SAP knowledge

Financial reporting

Oracle understanding

Languages

English

Indonesian

Hobbies

Analyzing financial trends

Creating budget spreadsheets

Reading about economic news and updates