**BILLING SPECIALIST RESUME WORK EXPERIENCE**

**Billing Specialist**

**Denver Dental, Loveland, CO**

**November 20XX–Present**

* Issue and post bills, receipts, and invoices, assisting clients with any invoicing questions
* Process client bills using the company’s proprietary billing software and reconcile billings with the AR ledger, creating invoices and reviewing calculations on billing statements
* Process incoming payments, verifying authenticity to accurately balance accounts
* Evaluated billing processes to develop and implement modified techniques to maximize bill processing, increasing overall efficiency by 15%
* Improved AR performance by 12% by reminding clients of upcoming payment deadlines and recording essential data in the database

**Billing Specialist**

**Preferred Cartage Service, INC., Greeley, CO**

**June 20XX–October 20XX**

* Forwarded invoices and account updates to clients and managed client data to maintain accurate account records and outstanding balances
* Managed late bill collection and questioned claims, compiling and evaluating data for quarterly reports to upper management
* Contributed to efforts to simplify and centralize the billing process, assisting staff with billing, AR, service agreement creation, and other tasks
* Participated in optimizing the billing process flow, which generated a 15%+ increase in monthly revenue
* Implemented conservative credit policies to achieve a high AR turnover ratio of 6.3, outperforming the industry average