

---

## Billing Associate Resume

---

### Job Objective

To obtain a Billing Associate position and to contribute to the success and reputation of the company.

---

### Summary Skills:

Exceptional experience in Accounting, Bookkeeping and Telephonic customer service  
Skilled in managing and implementing billing processes  
Proficient with Travis TBill, BWAA, Microsoft Access, Excel, Word, and Great Plains Accounting System  
Familiarity with financial systems and applications including Oracle and Business Objects  
Proven ability to clearly communicate complex financial information both verbally and in writing  
Excellent 10-key Data Entry Skills  
Amazing ability to prioritize work and meet deadlines

---

### Work Experience:

Billing Associate, August 2005 to till date  
Brannon Professionals, LLC, Albion, ME

- Verified accuracy of information contained in assigned New Rating report.
- Communicated with Issuer Relations and Business Unit to confirm special invoicing instructions.
- Confabulated with business teams about programming issues, inquiries and other requests.
- Reviewed and answered emails and resolved invoice issues.
- Ensured to track daily team activity; summarize findings and prepared reports.

Billing Associate, May 2000 to July 2005  
Knight Transportation, Inc., Albion, ME

- Prepared draft invoices by selecting and applying correct fee schedules.
  - Calculated fees associated with the rating and researching requests for special pricing.
  - Facilitated to select and create customer billing records and Issuer Relations contacts.
  - Documented the inspection and review of all invoice drafts processed.
  - Approved draft invoices through billing systems for authorized designations.
  - Administered research applications to ensure completeness of manual invoicing.
  - Ensured to performing daily audits on billing documents and monthly special billing.
- 

### Education:

Bachelor's Degree in Finance, Northeastern State University, Oklahoma, OK

---

[Build your Resume Now](#)