

PROFILE

- Highly organized, goal-oriented individual seeking **Accounts Receivable/Accounts Payable** position.
 - Able to multi-task numerous projects at once.
 - Knowledge of general accounting practices, general ledgers and spreadsheets.
 - Proficient in accounts receivable and accounts payable.
 - Basic knowledge of Quickbooks and Peachtree. Proficient in Microsoft Office programs.
 - Excellent written and verbal communications.
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QUALIFICATIONS

Technical

- Proficient in QuickBooks and Microsoft Office
- Knowledgeable of general accounting principles and procedures
- Capable of Analyzing Trends and Variances

Communication

- Strong interpersonal and customer relations skills
- Experience in Conflict Resolution

Organizational

- Able to work in a high volume environment
 - Detail Oriented
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PROFILE

Loyal, dedicated **MANAGER** with excellent communication skills

Offering over six years of experience and a documented record of successful accomplishments

Professional • Excellent Interpersonal & Organizational Skills • Strong Customer Relations Capabilities • Team Leadership and Supervision • Outstanding Multi-tasking & Problem Solving Skills • Successfully Handles Projects & Meets Deadlines

PROFILE

***Professional • Goal Oriented • CPR Certified • Highly Motivated • Organized •
Able to Multi-Task • Excellent Written and Verbal Communication •
Proactive Leadership Abilities • Strong Interpersonal Skills***

SUMMARY

Professional, motivated Counselor-in-training looking to expand knowledge and experience in order to utilize outstanding patient care skills and provide quality healthcare and services.

- Works well with people.
- Learns new skills quickly and hard worker.
- Receives enjoyment in helping others.
- Maintains detailed notes and provides client centered treatment.
- Proficient in developing client centered treatment plans.
- Familiar with ASAM criteria.
- Knowledge of mental disorders.