
ELIZABETH GERENA

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PROFESSIONAL SUMMARY

Proficient in all aspects of Accounts Payable/Receivable functions. Expert at managing all phases of the position, hard-working and technically skilled specialist with over twenty (20) years of experience specifically in the office supply product industry. A consummate professional with particularly strong focus on excellence. Strengths include being a highly motivated and energetic self-starter who works with little to no supervision. Ability to provide the financial, administrative and clerical support that ensures success throughout the entire operation.

SKILLS

- Microsoft Office specifically Proficient with NaviNet, Excel Promise, Optum, Noridian and Brightree
- AMS, Mas 90, ECI & DDS
- Customer and Personal Service Time Management
- Administration and Management Bilingual (Spanish)
- Notary Public
- Administrative duties, budgets, clerical, contracts, insurance eligibility verification, inventory management, Notarized legal documents, Excel, Microsoft Office, Notary Public, nursing home, Order Entry, Purchasing, Collections, Sales, Spanish, Time Management, trade shows, Invoicing & accounting.

WORK HISTORY

Recruiter

- Interviewed several clients a day to fill job contract openings.

Account Executive A/R & Collections, 08/2018 to Current

General Chemical & Supplies – Moorestown, NJ

- Entered all customer payments into AMS and into Republic Bank.
- Invoiced all customer orders
- Entered all payable invoices into AMS
- Processed all Credit card payments

Medical Billing, 03/2017 to 01/2018

W L Schneider Associates Inc – Philadelphia, PA

- Collected all patient demographics from doctors, nursing homes & rehabilitation centers for all new patients.
- Verified insurance for all new patients.
- In Navinet, Promise, Noridean and Optum.
- Entered all new patients into Brightree system Verified patient's dx codes matched to their modality.
- Maintained schedules for each modality on Monthly or bi-weekly rosters.
- Entered orders for each patient's needs for (Enteral, Urological and/or Ostomy) Personally handled over 21 nursing home facilities.

Office Manager/Accounts Payable Specialist, 09/1997 to 05/2016

503 Corporation – Philadelphia, PA

- Plan, administer and control budgets for contracts, equipment and supplies.
- Hire and terminate clerical and administrative personnel.
- Purchasing, Sales, Order Entry Participated in Bidding for contracts with the city and other sources Administrative duties; Arranged annual trade shows, golf outing and company outing.
- Handled all company payable/receivables Monthly receivable and payable reports Notarized all legal documents for the company Collections for accounts past due Receipt of inventory for accurate inventory management/counts.

Customer Service Representative, 09/1996 to 07/1997

Hi Q Personnel – Philadelphia, PA

EDUCATION

Certificate Notary Public Pennsylvania: Jan 2015

Notary Public of Philadelphia - Philadelphia, PA

Certificate of Completion Travel Agent & Tourism: Jan 1996

PR School of Business, Beauty & Technology - Arecibo, PR

HS GED