Kyle Simmons

Collections Clerk

Louisville, KY (502) 555-0116 kyle.simmons@email.com linkedin.com/in/kylesimmons

SUMMARY

Collections clerk with 2 years in accounts receivable support at a Louisville building supply company, handling payment posting, statements and first-stage collections on 900 accounts. Builds Excel aging reports for the credit manager and keeps every account note current. Accurate with data entry and organized under month-end deadlines.

SKILLS

- **Collections**
- **Accounts Receivable**
- **Payment Posting**
- **Data Entry**
- **Aging Reports**
- **Sage 100**
- **Excel**
- **Word**
- **Outlook**
- **Attention to Detail**

EXPERIENCE

Collections Clerk

07/2024 - Present

Bluegrass Lumber & Millwork

Louisville, KY

Building materials supplier with 900 contractor accounts and 3 yards.

- Apply **1,200** customer payments a month in Sage 100, leaving no unapplied cash at month end.
- Send statements and past-due notices to 900 contractor accounts each month through Word mail merge and Outlook.
- Contact 40 accounts a week at 30 days past due, collecting about $150K a month before credit manager review.
- Build the weekly Excel aging report for the credit manager and flag 20 to 30 accounts nearing credit holds.

Office Assistant (Part-Time)

08/2022 - 06/2024

Derby City Dental Group

Louisville, KY

Family dental practice with 3 dentists and 4,000 active patients.

- Recorded 60 patient payments a day and balanced the front desk deposit.
- Managed the appointment book for 3 dentists, confirming about 40 patient visits a day by phone and text.
- Prepared 300 patient statements a month and called patients with balances over 60 days past due.
- Verified dental insurance for 25 patients a day before visits.

EDUCATION

Associate in Applied Science

Jefferson Community and Technical College

Accounting Technology

Louisville, KY

05/2024

CERTIFICATES

Microsoft Office Specialist: Excel Associate

03/2024

Microsoft