

JULIE AVERY

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QUALIFICATIONS

Office Management ∩ Contract Administration ∩ Accounting & Reporting ∩ Credit & Collections

Results-oriented, top-performing professional with 10+ years' experience providing the hands-on leadership to maximize cash flow, minimize organizational risk, and establish solid accounting and reporting infrastructures. Extensive experience administering state term contracts for such entities as the *State of Ohio*, *IRS*, *DFAS*, and *DAS*. Keen ability to evaluate existing systems, identify gaps and redundancies, and implement enhanced processes to improve operational performance. Collaborative and motivational leader who empowers employees to achieve performance metrics. Combine strong project management talents with exceptional organizational, multi-tasking, and follow-through skills. Technically-astute with proficiency in MS Office, Pro%cent, Procomm Plus, Lotus Notes, and Lotus 123 applications. Certified Notary Public.

SELECT ACCOMPLISHMENTS

UNLIMITED RESOURCES

- Spearheaded the development of a new process to facilitate effective communications during all phases of contract administration and billing for government, school, general, and state term contracts.
- Dramatically improved collections from 72 to 52 days outstanding by defining and implementing enhanced procedures, training staff, and driving attentive follow-through on all past due accounts.
- Achieved 15% cost savings upon working with the technology group to develop clear and concise reporting tools to facilitate an effective job-cost auditing process.
- Accepted the additional responsibility of administering all human resources programs, policies, and procedures after a major workforce reorganization.

NATIONAL EXPRESS

- Identified emerging opportunities and leveraged existing relationships to drive new business, increase sales, implement service enhancements, and secure strong and sustainable growth.
- Developed relationships with the *USPS* bulk mail centers to expedite processing of shipments and enhance service to key clients such as the *State of Ohio*, *Ohio Health*, and *Lexis-Nexis*.
- Oversaw a 7-person supervisory team and held dotted-line responsibility for 200+ support personnel within a 24/7 time-critical operation.

INFORMATION SYSTEMS, INC.

- Increased sales by 25% and decreased payables by more than 50%, upon carefully reviewing all government and commercial billing, ensuring completeness and accuracy, and processing in an expeditious manner.
- Improved timely vendor payments by developing strong business relationships and maintaining a proactive approach to account intervention and problem resolution.

PROFESSIONAL EXPERIENCE

UNLIMITED RESOURCES, Columbus, Ohio

1994 – 1999 & 2000 – Present

**Office Manager (2005-Present); Credit & Collections Manager / Contract Administrator (2000-2005);
Accounts Receivable Coordinator (1994-1999)**

- Charged with maximizing cash flow and minimizing organizational exposure by evaluating credit risks, approving applications, and overseeing \$1.2 million per month in receivables.
- Recruit, select, and supervise a team of six A/P, A/R, administrative, and payroll personnel, establish performance goals, and provide ongoing coaching to ensure the achievement of objectives.
- Update and maintain personnel, insurance, contractual, customer, billing, and credit data to ensure complete and accurate documentation.
- Administer 450+ contracts including those for the *State of Ohio* and *Department of Administrative Services*.
- Create periodic reports for national contracts disseminating project status and key performance indicators.

PROFESSIONAL EXPERIENCE – CONTINUED

NATIONAL EXPRESS, Columbus, Ohio

1999 – 2000

Office / Transportation / Human Resources Manager

- Provided support to diverse operational areas including accounting, sales, customer service, human resources, and transportation within a \$3 million mail distribution business.
- Prepared monthly, quarterly, and annual standard operating, revenue to postage, and cost center reports for key internal and external stakeholders.
- Hired, trained, and conducted performance reviews on all staff, identified strengths and weaknesses, and took corrective action when appropriate.
- Sourced, evaluated, and led negotiations with vendors to garner competitive terms and maximize savings.
- Guided organization in compliance with State and Federal regulations governing reporting practices.
- Coordinated, scheduled, and tracked all freight operations including air and ground transportation.
- Developed and administered regional budget to ensure full adherence to corporate guidelines.

INFORMATION SYSTEMS, INC., Chicago, Illinois

1991 – 1994

Accounts Receivable Analyst

- Maximized profitability and cash flow for a \$30 million computer systems integration company, through attentive analysis and oversight of receivables and government contracts for the *IRS* and *DFAS*.
- Managed escrow payments, wire transfers, and banking relations, including providing all necessary documentation to banks and loan officers.

EDUCATION

WAUBONSEE COMMUNITY COLLEGE, Sugar Grove, Illinois

Pursued Associates Degree in Accounting, 1993**CERTIFICATIONS**

Notary Public, 1994-Present

PROFESSIONAL DEVELOPMENT*Completed extensive training in such areas as:*

- Business Accounting
- Ohio Mechanics Lien Law
- Conflict Avoidance
- Construction Accounting
- Credit & Collections Law
- Employee Relations

REFERENCES AVAILABLE UPON REQUEST