



## Contessa J. Miller

### EDUCATION:

Motlow State Community College, Smyrna, TN, 2008, Completed Accounting Courses

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**CURRENT PROFESSIONAL INVOLVEMENT:** August, 2008 - present, **AquAeTer**, Corporate Accounting. Ms. Miller has six years of accounting experience. Her current responsibilities include accounts receivable, account payable, and other administrative functions. Her computer skills include; Microsoft Excel, Microsoft Word and Deltek.

### PRIOR PROFESSIONAL INVOLVEMENT:

2004-2008 ProTech Industries, LaVergne, Tennessee, Account Receivable Specialist

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### AREAS OF EXPERTISE:

#### Accounts Receivable

Process all AR invoices  
Produce billing back-up if needed  
Data Management  
Fulfill request for invoice copies  
Complete AR check deposit

#### Accounts Payable

Process all AP invoices  
Process AP freight bills  
Process expense reports, payroll, and A/P checks.

#### Billing

Unit billing  
Pre-bills  
Archiving AR/AP invoices

#### Marketing/Administrative

Contact database management  
Enter new projects

#### NEPA/Phase I

Data Entry  
Photo Logs