



Contessa J. Miller

EDUCATION:

Motlow State Community College, Smyrna, TN. Accounting Major. 2002 - Present

CURRENT PROFESSIONAL INVOLVEMENT: August, 2008 - present, **AquAeTer**, Corporate Accounting. Ms. Miller has four 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

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

AP

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