

Kim L. Anaya
5 Orchard Street
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(508) 865-7912

Objective: To work for a company that will utilize, challenge, and expand upon my many years in the credit/collection field with accounting/finance experience. Strong background as Office Manager in the medical field.

Experience:

**Dr . John Ferrullo FACC
Administrative Assistant**

May 2007 - Present

- Greeting and scheduling patients on a daily basis.
- Responsible for maintaining patients' charts on a daily basis.
- Responsible for scheduling patients through C/S for additional procedures.
- Utilizing in-house software (Meditech) when necessary.
- Responsible for prescriptions for patients on a daily basis.
- Minimize collection activity to insure accuracy to the Patients A/R.
- Insure billing and insurance accuracy through Emdeon.
- Prepare and maintain monthly reports as required.

**Dr. Sanjeev Goyal
Office Manager**

March 2008 - Present

- Greeting and scheduling patients on a daily basis.
- Responsible for maintaining patients' charts on a daily basis.
- Import and transition paper charts to Allscripts (EMR).
- Perform EKG's and Holter monitors as needed.
- Provide accurate documentation for Ablation Procedures and CT Cardiac Angios with Morphology to Umass Medical Radiology.
- Responsible for scheduling patients through C/S for additional procedures.
- Maintain and update accurate information on all EMR patients.
- Utilize all websites with regard to referral based information.
- Train and develop procedures for Medical Assistants.
- Implement additional responsibilities as required.

**Bose Corporation
Contract Accountant**

June 2007-February 2008

- Independent contractor for Bose Automotive Domestic/International

Aimtek, Inc
Bay State Surface Technology
Aim Medical and Safety
Credit Manager/Financial Assistant

June 2003 –May 2007

- Responsible for maintaining \$2 million plus aged receivables including the Parent Company and three sister companies.
- Responsible for all new credit applications from credit processing to credit approval.
- Responsible for monthly reconciliation for all four companies and month-end closing with DSO reporting.
- Balanced and reconciled all credit card transactions month-to-month.
- Maintained on time delivery for Bay State customers on a daily basis.
- Responsible for all Government quotes through EDI and Internet Quoting Systems.
- Follow-through on all quoted Government quotes for awards and services.
- Implemented and developed process improvements to maximize quality of service and productivity in the Government Contract Program.
- Responsible for all Accounts Payables for Atech Turbine Components.
- Produced weekly A/P check register for Atech Turbine Components for net 30-day payment approval.
- Responsible for customer service for all four companies with strong emphasis on Bay State Surface and Atech Turbine Components.
- Responsible for processing new employee paperwork, orientation and pre-placement physicals.
- Coordinated workman compensation, short-term disability and insurance records.
- Prepared and maintained monthly reports as required.

Tyrolit North America
Formerly Bay State Sterling
Independent Contractor
Accounts Receivables/Finance

October 2002 – May 2003

- Responsible for the collections of a \$3 million plus aged receivables before close of business.
- Processed and allocated all credits and debits against the accounts receivables aging.
- Reconciled customer accounts and provided daily reports to the CEO.
- Responsible for all cash application to the A/R aging on a daily basis.
- Responsible for WIP and non-trade receivables and refund reconciliation.
- Supported outside Regional Managers and CEO with weekly credit/collection reports.
- Minimized collection activity to insure accuracy to A/R aging before close of business.

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Tyrolit, North America
Formerly Bay State Sterling
Credit/Collection Manager

February 2001-April 2002

- Responsible for maintaining \$3 million plus aged receivables.
- Responsible for all new credit applications from credit processing to credit approval.
- Monthly reconciliation of A/R Aging monthly.
- Analyzed sales commission to A/R Aging monthly.
- Supported outside Regional Managers and Dealers with credit/collection reports.
- Responsible for cash posting, credits, debits and allocations to customer accounts.
- Responsible for non-trade receivables and refund reconciliation.
- Responsible for month-end close of receivables with DSO reporting.

Staples Inc.
Supervisor of Contract Accounting

August 2000-January 2001

- Supervised, trained and developed a staff of (3) professionals.
- Supervised the collection control and reporting of all vendor program and non-program receivables for Staples Retail and SCC Divisions.
- Achieved quarterly collection goal of 90% of current collectibles.
- Worked closely with the Supervisor of ATS to insure proper establishment of accruals and collections of rebates and allowances.
- Maintained responsibility for the vendor volume confirmation goal of 65%. Monitored financial cushions and risks associated with volume variances.
- Identified, developed, and implemented process improvements to maximize departmental productivity and efficiencies.

BS Education and Psychology
Salem State College
Dean's List

Computer Software experience:

Carousel – Mapics - SAP – MS 90 – Microsoft Office 2007 – Goldmine – Lytec and Allscripts EMR – Emdeon - Citrix

- **References furnished upon request.**