Ellie Daniels

Account Manager

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To be able to efficiently manage and supervise the accounting division of the company, my goal is to deliver solid proof, competent and resourceful accounting service that would ensure an organized and well established accounting system.

# SKILLS

• Outstanding skills in accounting and bookkeeping

• Experienced in Billing and Collection

• Excellent in customer dealings

• Knowledgeable in contract policies

• Proficient in the application of Excel

# WORK HISTORY

05. 2013 - present DRC (Engility) – CAG, Elkridge, MD

Account executive officer

* Conducted strategic account reviews with customers.
* Assisted and recorded the preparation of sales analysis.
* Identified problem accounts for anticipated problem solving.
* Communicated with clients to meet their standards.
* Ensured that standards are met for a good relationship with customers.

10. 2005 – 04. 2013 DRC (Engility) – Andover, MA

Accounting officer

* Approved orders and invoices.
* Made sure certain goods and/or services are delivered.
* Recognized problems and conveyed it to the administration.
* Reported to the Account Director for discussion of possible account merging.
* Made contracts for clients for possible renewals.

# EDUCATION

01.2002 – 05.2002 University of Washington

MS CIS

01.2001 – 12.2001 University of ColoradO