

Edwina Waller

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SUMMARY

Seasoned Credit & Collection Analyst with 13 years of experience, adept in managing receivables and credit analysis for diverse portfolios. Proven track record in implementing billing processes, enhancing workflow efficiency, and providing comprehensive financial reporting. Seeking to leverage expertise in credit evaluations, dispute resolution, and strategic AR management as a Senior Credit & Collection Analyst.

WORK EXPERIENCE

Gerber Technology

Tolland, CT

Sr. Credit Collections & Contracts Analyst

Feb 2016 - Apr 2024

- Managed a portfolio of accounts, ensuring accurate invoicing and the timely resolution of accounts receivable and credit issues. Reduced 90 days past due bucket in 7 days from 50% past due to 3% past due by offering and initiating ACH payment and offering a 1% discount with the CFO approval on any debt that was past due 90 days or older.
- Conducted detailed credit assessments using financial statements, credit reporting services, and industry references to evaluate new customer applications.
- Facilitated alignment of invoices with purchase orders for a major defense contractor, ensuring prompt payment through a specialized procurement system.
- Collaborated with IT to enhance billing processes, focusing on Electronic Data Interchange (EDI) and government invoicing systems, and delivered comprehensive financial reports to senior management

FedEx Freight - PT

Windsor Locks, CT

Billing Analyst

Dec 2021 - Present

- Ensure precision in customer pricing data to bolster revenue integrity and maintain high-quality standards.
- Analyze financial and operational data, providing concise summaries for strategic decision-making.
- Enhance workflow efficiency through the development and optimization of processes and information systems.

Fidelis Cyber Security

Waltham, MA

A/R Billing Mgr. & Credit Contract Analyst

Jun 2015 - Sep 2015

- Oversaw credit assessments and authorized orders, verifying billing accuracy, terms, and quantities in Salesforce for high-value transactions.
- Performed detailed financial evaluations using resources like D&B reports and GETPAID to gauge customer credit status and sustain accounts receivable quality.
- Worked with various teams to rectify accounts receivable variances and produced monthly reports contributing to informed strategic decision-making.

Siemens Water Technologies

Lowell, MA

Sr. Credit & Collections Analyst

Jun 2013 - Jan 2015

- Assessed customer creditworthiness through detailed analysis of financial statements, D&B reports, and credit references, aiding in effective collections management for a varied accounts receivable portfolio.
- Resolved billing disputes and maintained precise invoicing, contributing to sustained customer satisfaction and supporting data accuracy in SAP system entries related to pricing and service contracts.

Kaman Technology Corp.

Windsor, CT

Credit & Collections Analyst

Mar 2010 - Mar 2013

- Improved cash flow by maintaining a consistent Days Sales Outstanding (DSO) at 21 days via meticulous account monitoring and credit management.

- Streamlined financial reporting by delivering daily aging reports and contributing to efficient month-end closings, thereby aiding senior management in strategic planning.

Stanley Black & Decker via. Creative Staffing

Credit & Collection Analyst

New Britain, CT

May 2009 - Nov 2009

- Analyzed Dunn & Bradstreet reports, financial statements, and trade references to accurately assess client creditworthiness.
- Maintained precise financial records and supported audit processes through detailed documentation and invoice verification, ensuring coordination with external auditors.

EDUCATION

University of Hartford
Business Legal Program

Hartford, CT

Capital Community College
Sci - Accounting

Hartford, CT