

## **John W. Pauloweit**

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### **HIGHLIGHTS OF QUALIFICATIONS**

- Strong analytical and problem solving skills; able to make decisions
- Computer literate - MSOffice
- Strong verbal/written communication skills
- Ability to complete large and small projects
- Trustworthy,ethical, reliable
- Accounts receivables/accounts payables

### **COMPUTER SKILLS**

MSWord ,MSExcel, Man-Man, MAS200, MAS90,Heavy Data Entry

### **EXPERIENCE:**

09/08 – 01/09 – Axsys Systems Technologies -thru Tri-Staff Group, San Diego,CA

#### **Accounts Payable Clerk**

- High volume, full cycle
- Vouchering
- Coding
- Data Entry

1999 -2007 – Paralan Corporation, San Diego, CA

#### **Credit Administrator/AR Specialist**

- Accounts Receivable full charge \$4Million, up to 50 accounts
- Record payments to customer accounts and maintain A/R records
- Processed checks for deposit
- Manually posts checks into MAS200
- Researches only checks that do not provide account or invoice numbers
- Charged customer credit cards and processed refunds
- Advised CPA of any issues
- Collections
- Specialize in receivables,commercial accounts, international accounts
- Researching credit applications
- Dun & Bradstreet reports
- Quarterly sales tax
- Commissions
- Worked with Microsoft Excel
- Invoicing/Billing using MAS 200
- Ensured my aging report did not go over 60-120 days past due

1994– 1998 – University of California San Diego, CA

**Cash Custodian**

- Reconciled transactions involving up to 25 cash registers
- In-charge of cash vault
- Large bank deposits
- Processed credit cards and batch transmittals

1991-1994 – Catamaran and Bahia Resort Hotels, San Diego, CA

**Night Auditor**

- Reconciled transactions from several departments throughout properties
- Posting to accounts
- Resolved customer complaints
- Preparation of daily accounting reports

**EDUCATION:**

**B.S.** Business Administration, University of Phoenix, San Diego, CA  
Accounting courses 1 & 2