L**ORETTA FLESHMAN** 604 Linda Lane, Paragould AR 72450

847-312-0188 • Loretta.fleshman@yahoo.com

**SUMMARY**

Self motivated, results driven professional with extensive experience in all phases accounting, collections, Import and Export bonding, management of staff, payroll and commissions. Seeking a position to utilize my current skills while expanding my skills base within a stable team environment

**MAJOR ACCOMPLISHMENTS**

35 years of experience in accounts payables and receivables

10 years of personal and company collections

5 years payroll

 5 years inventory management

10 plus years of staff and team management

10 plus years customer service.

**EMPLOYMENT HISTORY**

**Subrogation and Claims Analyst**

*2007 to 2011*

Roanoke Trade Services, Schaumburg, IL Teri La Barr 847969-8299

International bonding company for imports and exports through US Customs by using International customs law , US Customs law, Harmonized Tariff Schedule and the Federal Customs Register. This position analyzes and assists Importers, exporters and brokers resolve claims and issues with US Customs. Runs skip trace and background checks. investigates missing importers. I set up subrogation procedures for managing general units of 6 bonding companies for the recovery of monies Create and execute settlement agreements and repayment plans. Work with attorneys to litigate for the recovery through courts and mediation.

**Unemployed**

*January 2004 to January 2007*

 Elgin, IL

Primary caretaker for ill Mother

**Accounts Payable Manager**

*August 2001 to January 2004 Michel Simpkin 847-718-1780*

Executive Building Maintenance Inc, Elk Grove Village, IL

Accounts payable manager and payroll for 3 companies for under the corporate umbrella of EBM Inc. Managed accounts payable paying all bills for 2 of the three companies completed bi-monthly payroll for 350 plus employees. Additional H/R responsibilities included completing new hire packages including background checks, auditing billing time sheets, general ledger and other account coding for locations and type of work, title 19 and any running payroll checks. I was also responsible for inventory control and ordering of supplies for crews to clean and maintain 150 plus buildings.

**Accounts Payable Team Leader**

*August 1997 to January 2001*

ARC Inc, Barrington, IL Meta Hayes 414-841-7669

Team Leader for Accounts Payable and Commissions Team. Paid all bills for 65 satellite offices, 250 plus commission employees, all equipment and supplies used to maintain and repair computer systems for clients building to the year 2000. Beta tested modules for Peoplesoft programming.

**Pg 2**

**Loretta Fleshman**

847-312-0188 • 847-258-4566 • Loretta.fleshman@yahoo.com

**EDUCATION**

**Laguna College**, *1994*

Laguna, CA

Certificate in Business Management GPA: 4.0

**Coleman College**, *1986*

San Diego, CA

Certificate Data Entry GPA: 4.0

**Craven Community College**, *1983*

New Bern, NC

Associates Accounting GPA: 4.0

**Dupage Community College**, *1973*

Wheaton, IL

Certificate key punch GPA: 3.85

**University of Evansville**, *1970*

Evansville, IL

No certificate Nursing GPA: 3.55

**West Chicago High School**, *1970*

West Chicago, IL

Diploma College Prep GPA: 3.85

**COMMUNITY INVOLVEMENT**

As a Military wife for 20 years I have been involved at various duty stations with:

Meals on wheels

Big Sister Program

Childhood Reading Programs

Adult Literacy

Boy Scouts

PTA

Bowl for the Cure

Navy Relief

**REFERANCES**

Personal and Professional references upon request

**KNOWLEDGE BASE**

I am proficient in excel, word, Powerpoint, Peoplesoft, Quickbooks and various specialty

programs used by specific industries

**KEYWORD SUMMARY**

Accounts receivables, Accounts Payable, bonding, payroll, customer service, supervision, finance