



## Shannon Mercer

### Accounts Payable / Accounts Receivable

**EMPLOYMENT**                      WRL General Contractors, Ltd.  
*2016- Present*                      AP/AR

**EDUCATION**                      Tyler Junior College

Shannon is an accomplished Accounts Payable professional with strong problem resolution capabilities. Although she has only been at WRL for a short time, Shannon thrives in our challenging, fast-paced office. Shannon is an essential part of all projects and daily activities at WRL. She prepares the monthly reports and daily updates for all construction A/P and tracks lien waivers from our subcontractors to verify funding from our title company. Her duties and responsibilities reach far beyond accounts payable duties. She checks and organizes all invoices and subcontractors' pay applications per month as they relate to the job. In addition, she manages and documents subcontractors' supplier costs and third tier supplier releases related to these costs. She then assists the Project Managers in creating pay applications to the owner each month.

#### PREVIOUS WORK HISTORY

- 2008 - 2016    **Suddenlink Communications, Tyler TX (Accounts Payable & Purchase Order Specialist)**
  - In charge of MidSouth region processing roughly 3,000 invoices monthly
  - Entered purchase orders for the entire company
  
- 2001 - 2008    **Stebbins Five Companies, Longview TX (Medicare Billing Specialist & Payroll Coordinator)**
  - Billed Medicare for 3 Skilled Nursing Facilities
  - Input all Medicare resident charges
  - Work delinquent accounts
  - Consolidated billing
  - Billed Medicare Part B monthly
  
- 2000 - 2001    **Sealtite Building Fasteners, Inc. Tyler TX (Accounting Clerk)**
  - Accounts Payable/Receivable