



Shannon Mercer

EMPLOYMENT WRL General Contractors, Ltd.
2016- Present Accounts Payable

EDUCATION Tyler Junior College

Shannon is an accomplished Accounts Payable Specialist with a high degree of professionalism and strong problem resolution capabilities. She maintains 100% accuracy in processing invoices. She is proficient at vendor management and thrives in our challenging, face-paced office. Shannon ensures correct approval, sorting, coding and matching of invoices and receipts while acting as the liaison with internal and external clients.

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

SKILLS

- Timberline
- PeopleSoft
- LTCWin
- Pasya
- TDHConnect
- UB92's
- Computer proficient
- 10-Key