

FATIM S. ROBBINS

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PROFESSIONAL SUMMARY

Motivated young professional, native French speaker, hardworking and reliable seeks a great company to grow with. Quick learner, analytical and goal oriented. Focused and reliable team player with proven customer satisfaction record.

SKILLS

- Proficient in HTML, and CSS
- Web Design skills
- Organizational abilities
- Customer Satisfaction
- Fluent in French and English
- Experience with Node.js
- Ability to multi-task
- Team Player
- Experience with JavaScript
- Well-organized and detailed
- Supervisory experience

EXPERIENCE

Accounts Payable Specialist

Danone North America | Broomfield, CO

November 2019- Current

- Responsible for working with a high volume of invoices, interacting with other departments and vendors
- Prioritize weekly payment batches to take full advantage of terms and discounts
- Maintain good relationships with Buyers, Approvers and Vendors, responding timely to inquiries
- Reconcile vendor statements, research and correct discrepancies
- Maintain files and documentation thoroughly and accurately, in accordance with company policy
- Assist with general reporting needs
- Work with each department to ensure vendor and account policies and processes are followed

Safety Coordinator/ Field Operations

Intermountain Electric Inc | Denver, CO

May 2016 – November 2019

- Process weekly construction productivity numbers.
- Manage field operation folders.
- Draft productivity meeting minutes.
- Process weekly manpower audit.
- Schedule employee drug test and DOT physical exams.
- Conversion projects to forms, word, pdf and excel formats.

- Manage vehicle inspections and AED compliance.
- Process and maintain employee motor vehicle records.
- Upload and maintain employee training and certifications.
- Submit weekly and monthly safety reports.
- Purchasing and coordination of office supplies.
- New hire on-boarding and entry in company systems.
- General office support and management.
- Company event planning.
- French/ English Accounts Receivable.

French Speaking Accounts Receivable

October 2013 - December 2015

Cologix Inc | Denver, CO

- French/English commercial collections.
- Translation and interpretation of client documents and emails.
- Managed a portfolio of 600+accounts, English and French speaking.
- Cash application and bank reconciliation.
- High volume inbound and outbound calls to clients and account representatives.
- Portfolio management and reconciliation.
- Extensive research and problem solving.
- Account analysis and risk management.
- Relationship building and customer retention.
- Privacy, French Consumer Support.

French Speaking Accounts Receivable

February 2009 - March 2013

Arrow Electronics | Englewood, CO

- French/English accounts receivable and credit analyst.
- Interpretation and translation of official documents and emails.
- Management of \$10-\$20Mil portfolio featuring Canadian and American accounts.
- Increased receivables percentage from 60% to 80% on very 1st portfolio.
- Increased receivables percentage from 80% to 98% upon promotion.
- Reconciliation of over-payments credits and discounts.
- Lead monthly conference calls and account analysis with Canadian branch managers.
- High volume inbound and outbound calls, emails in both French and English (~50+ daily phone calls and emails).
- Adjustment of discrepancies on invoices and receipts.
- Credit and business analysis to ensure efficiency and collection efforts.
- Great negotiation and relationship building with internal and external clients.

EDUCATION

Bachelor of Science in Financial Management

December 2008

University of Colorado Denver, Denver, CO

Minor in Economics

LANGUAGES

Fluent in French and English language