

# Billing Team Lead Cover Letter

5833 Edmond Street West Francisco, FL 73435-0042

**Dear Shiloh Welch,**

Please consider me for the billing team lead opportunity. I am including my resume that lists my qualifications and experience.

In my previous role, I was responsible for leadership support and technical oversight of billing and collection functions performed by the billing staff as well as at the programs.

Please consider my qualifications and experience:

- Supervise team of billing senior assistants/analysts
- Prior experience of working to strict deadlines and targets
- Demonstrable customer service skills in multinational environment
- Strong understanding of Billing / Order to Cash concepts
- Experience with KCI Filenet, Hero and claims
- Experience with creating and evaluating claims reports
- Demonstrated use of effective problem-solving and telephone customer service skills
- In pursuit of a Certified Accounting Professional (CPA) designation or Certified Credit Professional (CCP) preferred

**Thank you in advance for taking the time to read my cover letter and to review my resume.**

Sincerely,

Dylan Muller