

Billing Team Lead Cover Letter

97784 Block Lock Ziemannhaven, AK 83259

Dear Stevie Swaniawski,

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

In the previous role, I was responsible for sales team members with the best possible service in relation to billing inquiries prior to billing customers directly.

Please consider my experience and qualifications for this position:

- Demonstrates excellent problem solving skills and solution development
- Proficiency in general office duties
- Excellent PC skills to include Excel and Word
- Perform data entry from probills and rating to ensure accurate invoices while ensuring accuracy and timeliness of data entry
- Schedule staff to maximize productivity and meet daily volume and accuracy targets
- Minimum of secondary education, with preference of post-secondary education in office administration or other relevant field
- Detail oriented and strong interpersonal skills
- Strong written and oral communication skills, able to influence the team and internal business partners

Thank you for considering me to become a member of your team.

Sincerely,

Spencer Marks