**GAY CURRIE**

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# Skills

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| * MS Office: Word, PowerPoint, Outlook and Excel. * Sound knowledge of Accounts Payable/ Receivable * Establishing Strong Customer Relationships * Booking/Scheduling Meetings/ Travel | * Award Winning Speech Writer for Lowes * Multitask effectively under pressure. * Proven ability to handle highly confidential matters. * Knowledge of telecommunication platforms: Zoom, Skype, LinkedIn, Social Media Marketing, Webinars |

# Professional experience

## **Senior Credit Administrator |** *Lowes/Rona Regional Support Centre* **2014- Present**

* Manage a portfolio of 883 in-house charge accounts with monthly credit limits from $25K to $1M across Western Canada. The total value of the client portfolio: $8.5M.
* Review and approve existing account limit increases up to $25K with process of due diligence and credit investigation.
* Provide financial reports to the Credit Manager on key accounts with balances of $50K plus.
* Respond to and resolve billing issues, override of credit limits to facilitate sales, account reconciliations, misapplied payments.
* Utilize Aged Trial Balance reports to pursue payment for past due or over limit accounts by using collection techniques of phone, mail merge letters and email.
* Monitor accounts to protect liability, risk to the company by watching lien rights and weekly reports of at-risk companies.
* Prepare Instructions to Lien for company lawyers with understanding of lien right laws per province.
* Regulate all departments such as sales teams and stores to ensure company liability protected. This includes working with Loss Prevention teams when fraud occurs.
* Systematically review Unapplied Payment Reports to ensure A/R team performing in timely manner.
* Manage accounts on credit hold to successfully recover uncollected balances.

## **Inventory Control Associate (ICA)** | *RONA Inc.* **2005- 2013**

* Responsible for payroll, purchasing, receiving, accounts receivables/payables.
* Prepared and expedited month end reports. Investigated discrepancies, matching PO’s to packing slips and invoices to expense reports and coded to the G/L.
* Managed and prepared inventory control documents/reports using company data bases including OMNI, MMS, AS400.
* Participated in year-end inventory in a key role including follow up investigation of variance reports.
* Headed the staff incentive program, IC4 training program, Social Committee, Health & Safety Committee after significant internal training in both H&S and IC4.
* Maintained high level confidential HR systems and files.
* Reviewed, evaluated and implemented new administrative procedures.
* Assisted in the preparation of the operating budget.
* Coordinated with other departments providing key support to staff, management in store, Head Office and vendors.
* Awarded Customer Service AGP Championship three years running.

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* Provided customer sales support with aim to drive sales and be the “Go-To” person in daily activities of stock replenishment and back up at the sales desk.

**ADMINISTRATIVE ASSISTANT |** *Cashway Building Centers, Acquisition by RONA* **1997-2013**

* Exceeded all collection targets in Account Receivable duties
* Provided leadership to the cashier team.
* Executed month end statement run.
* Coordinated special events such as Contractor Breakfasts and fundraising activities.
* Stored, updated and retrieved financial data on multiple data bases operated by AS400.
* Balanced daily sales reports and the vault.
* Regulated petty cash and social fund.

# Education & PROFESSIONAL DEVELOPMENT

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| **Bachelor of English- Partial Completion |** University of Waterloo   * Completed 2.5 years towards English Degree * Successfully completed 8 month work term in the Office of the Prime minister as a Correspondence Officer |
| **Ontario Secondary School Diploma |** *St. Clements Private School, Toronto ON*   * Received Award for Honors English   **Standard First Aid | WHIMIS | Time Management Workshop (RONA/LOWES)** volunteer work & Interests  * Volunteer work for OSPCA and Cancer Society * Sailed to the Arctic and across the Atlantic in non- commercial sailing yachts * Interests include architecture, art history, reading, golf, sailing |