

# DAVID LUCAS

46 SUMMER STREET, SAN FRANCISCO, CA 94103  
CONTACT: (760) 808-3250 | EMAIL: DLUCAS052@GMAIL.COM

## CORE COMPETENCIES AND STRENGTHS

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- Analytical Skills
- Accuracy and Detailed Oriented
- Efficient and Effective Customer Service Skills
- Interpersonal Relationships
- Accounts Receivable, Basic Accounts Payable
- Time Management and Organizational skills
- Oral and Written Communication Skills
- Microsoft Office Suite and Applications
- Problem Solving and Conflict Skills

## PROFESSIONAL SYNOPSIS

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### Action Figures, Convention Staffing-San Francisco, CA

2008-Present

#### Staffing Support

- Assist with staffing operations for events held at convention centers and coordinate employees to meet client's requirements
- Recruit, evaluate and interview candidates in-person and over the phone for clients
- Readily available to provide efficient and effective customer/client service and provide assistance with all questions and concerns
- Execute daily duties to ensure customer and client satisfaction

### Telekenex-San Francisco, CA

2002-2007

#### Billing and Project Manager

- Responsible for leading assigned projects by creating project timelines, identifying mile stones, issues and additional resources
- Responsible for the budget and financial implications of various projects
- Developed recommendations based on complex data and root cause analysis
- Provided direction to team members and organized billing functions to maximize departmental productivity
- Managed the billing process of pricing and coding from payer agreements into the billing system(s), including but not limited to new contracts, payer updates, addendums and contract expirations
- Reviewed all payer denials, making required corrections in the billing system(s) by obtaining the necessary contract documentation

### CFF Recycling-Houston, TX

1998-2000

#### A/R Collections Manager

- Facilitated and performed credit, cash applications and collection activities of the Company's receivables portfolio to minimize bad debt losses while maximizing cash collections
- Supervised, coached and motivated staff to exceed expectations. Monitored performance and provide on-going informal feedback
- Performed general AR accounting, including cash postings and manual credit issuance
- Managed the monthly AR close process, including the reconciliation of the AR sub-ledger, internally billed lease accounts, and related reserves to the General Ledger
- Prepared quarterly reporting for management

## ADDITIONAL EXPERIENCE

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### Trinity St. Peters Episcopal Church-San Francisco, CA

2012-2014

#### Sexton

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