

CURRICULUM VITAE

Jennifer Rinesmith
Big River Telephone Company, LLC
24 S. Minnesota Ave
Cape Girardeau, MO 63703
(573) 651-3373

EDUCATION

Southeast Missouri State University, Cape Girardeau, MO
2 years completed

EMPLOYMENT AND POSITIONS

BIG RIVER TELEPHONE COMPANY, Finance Manager, 2001 – current.

Review and analyze incoming invoices, ensuring accuracy before being paid. Responsible for month end cost analysis. File and handle any billing disputes as necessary. Also currently handle payroll, human resource issues, credit & collections and involved in different types of revenue & cost assurance projects.

LONG DISTANCE DISCOUNT, Finance Analyst, 1999 – 2001.

Long Distance Discount was a competitive local exchange provider and long distance company which was acquired by Big River Telephone Company, LLC in December of 2001. Reviewed and analyzed all incoming invoices, ensuring they were accurate before processing for payment. Filed and handled any disputes as necessary. Supervised local revenue assurance.

LONG DISTANCE DISCOUNT, Customer Service Representative, 1998-2001.

Answering incoming phone calls, troubleshooting with the customer, and working through different network elements to resolve the issue.