

Jessica Claire

📍 Montgomery Street, San Francisco, CA 94105 📞 (555) 432-1000 ✉️ resumesample@example.com

PROFESSIONAL SUMMARY

Well-organized Accounts Payable Clerk efficiently processes vendor invoices and maintains up-to-date system. Experienced in multitasking to manage diverse accounting requirements in an efficient manner. Successful in task prioritization, audit support and payroll administration. Dedicated to fantastic customer service, on-time payments and detailed documentation and invoice reconciliation. Friendly and careful worker known for resourcefulness and reliability.

SKILLS

- Personnel records maintenance
- Affirmative Action compliance
- Time management
- Word processing
- Expertise in [Area of study]
- Workflow management
- Proficient in [Software Program]
- Planning and coordination
- Customer service
- Administrative skills and support
- MS Office
- Organization
- Problem resolution
- Numeracy skills
- Maintaining files
- Recordkeeping
- Team collaboration
- Data entry
- Producing reports
- Accounting skills
- Back office operations
- Proofreading
- Deadline-oriented
- Multitasking and prioritization
- Meticulous attention to detail

EXPERIENCE

AP, PAYROLL AND HUMAN RESOURCES ASSISTANT 10/2018 to 03/2020

Erickson Living | Naples, FL

- Developed and maintained training materials and benefits packets for new hires.
- Scheduled appointments, meetings and conferences with employees to discuss and mitigate personnel issues.
- Prepared and submitted final pay for exiting employees to comply with federal law.
- Assisted with employee termination process to drive consistency and reduce discrimination claims.
- Created, organized and maintained employee personnel files to keep sensitive data secure.
- Guided new hires through orientation, on-boarding and explained documentation requirements to facilitate HR process.
- Researched past due invoices.
- Handled vendor invoice processing in timely manner according to company policy.
- Checked accuracy and integrity of purchase orders.
- Eliminated inaccuracies in accounts payable payments by verifying information prior to generating checks and electronic payment transfers.
- Applied mathematical skills to calculate totals, check figures and correct problems with physical and digital files.
- Performed administrative tasks to support strategic initiatives.
- Performed day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts payable data and reconciled daily totals to confirm proper accounting.
- Prepared weekly payroll for team of salaried and hourly employees.
- Maintained historical records by microfilming and filing documents.
- Worked closely with department personnel to produce accurate and timely bills.
- Problem-solved accounts payable questions on behalf of internal team members, management and vendors.
- Received, filed and processed paperwork and documents for on-boarding employees.
- Edited employee banking records when needed.
- Efficiently handled any payroll discrepancies with employees.
- Prepared manual checks and initiated direct deposits for 95+ employees.
- Greeted visitors or callers daily to handle inquiries or direct to appropriate persons.
- Monitored attendance records by taking note of staff vacation time, sick days and personal days.
- Coordinated large-scale events and department activities by acquiring venues, developing guest lists and organizing catering services.
- Organized and maintained filing and document management systems by coordinating, archiving and purging files.
- Developed administrative processes to achieve organizational objectives and improve office efficiency.
- Tracked and submitted employee timesheets to accounting department for payroll processing.

RECEPTIONIST 08/2018 to 09/2018

The Hertz Corporation | Milwaukie, OR

- Greeted visitors, assessed needs and directed to appropriate personnel.
- Answered and directed incoming calls using multi-line telephone system.
- Delivered administrative support to team members, including making copies, sending faxes, organizing documents and rearranging schedules.
- Sorted incoming mail and directed to correct personnel each day.
- Followed security procedures, issued visitor badges, monitored logbooks and reported irregularities.

FLEET SERVICE CLERK 08/2016 to 07/2018

Service Corporation International | Walnut Creek, CA

- Drafted documentation and reports to record freight and cargo weights.
- Utilized handcarts and safe lifting protocols to transport and relocate baggage, cargo and freight items.
- Adhered to safety protocols in directing aircraft departures and arrivals.
- Recognized by management for providing exceptional customer service.
- Assisted in maintaining seamless flight operations by safely and efficiently completing aircraft maintenance and service at arrivals and departures.

ADMINISTRATIVE ASSISTANT 09/2011 to 07/2016

AC Auto Parts | City, STATE

- Supported office operations, managed client correspondence, tracked records and handled internal communications.
- Created agendas, meeting notes and other documents to enhance collaborative process.
- Wrote email messages, memos and business letters for management and proofread all documentation to provide error-free correspondence.
- Worked professionally to handle all client, vendor and public guest requirements.
- Organized files, developed spreadsheets, faxed reports and scanned documents, maintaining front desk and reception area in neat and organized fashion.
- Prevented scheduling errors by demonstrating strong attention to detail while managing daily calendar and creating weekly or monthly reports and presentations.
- Developed and implemented efficient filing systems and customer database protocols.
- Worked with Service department and helped to coordinate interdepartmental interactions to streamline and enhance company efficiency.

EDUCATION AND TRAINING

Associate of Arts | Accounting 03/2020
University of Phoenix, Arlington, TX