**Sailija Staria**

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10925 Southern Highlands Pkwy, Apt 2099, Las Vegas, NV 89141

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| Experience |

Retention Specialist

Sutherland Global – Las Vegas, NV | January 2021 - Current

* Communicated effectively with employees about issues to gain complete picture of problems, recording responses with accuracy.
* Considered organizational and departmental needs and capacity when developing strategic resolutions.
* Elevated job satisfaction by implementing employee recognition and appreciation programs.

Census Enumerators

United States Census Bureau – Las Vegas, NV | December 2019 - January 2021

* Communicated clearly and listened attentively throughout the interview process to facilitate the exchange of information.
* Checked all contact information from research subjects for accuracy and implemented it into the company's computer system.
* Interacted sensitively, effectively, and professionally with individuals from diverse cultural, socioeconomic and educational, sexual, gender and religious orientations and backgrounds.

Accounts Payable Specialist

Go Wireless Inc – Las Vegas, Nevada | December 2017 - November 2019

* Reconcile vendor invoices and allocate costs to the proper general ledger accounts.
* Maintained current understanding of state and federal accounting procedures to prevent any legal or compliance issues.
* Prepared and updated vendor files, including tax and insurance information.  
  Analyzed invoice and expense reports, identified variances and researched issues to correct problems and maintain financial compliance.

Accounts Payable Specialist

Bonotel Exclusive Travel – Las Vegas, NV | July 2016 - December 2017

* Input high volume of invoices in PO matching system in accordance with company policies and procedures.
* Prepare vendor payments and facilitate mailing of checks  
  Actively communicate with Managers and Executives to ensure timely payment invoices.
* Enter daily Accounts Receivable deposits into the accounting system.

Accounts Payable Specialist

Diamond Resorts International – Las Vegas, NV | December 2013 - July 2016

* Worked with accounting managers for approvals, budgets and billing memos.
* Reviewed members accounts for accuracy making approved adjustments, provided requested audits and statements.
* Applied mathematical skills to calculate totals, check figures and correct problems with physical and digital files.

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| Education |

Associates

Ultimate Medical Acedemy | Orlando , FL | June 2012

Disease Processes, Surgical Procedures, Life Cycle of an Insurance Claim, Health Care Settings, Health Care Payers, Procedure and Diagnosis Coding from Medical Records, Reimbursement Systems, Facility Billing, Keyboarding, Word Processing and Medical Practice Management Systems. Information Classification: Confidential Information Classification: Confidential Information Classification: Confidential Information Classification: Confidential

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| Skills |

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| •  Microsoft Word | •  Time management | •  Attention to detail |
| •  Accounting systems | •  Microsoft Excel | •  Task prioritization |

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| Professional Summary |

Well-organized accounts payable specialist experienced in multitasking to manage diverse accounting requirements in an efficient manner. Successful in task prioritization, audit support and payroll administration. Familiar with operating on demanding schedules and maintaining financial controls with little oversight.