**Professional Experience**

**Accounts Payable Specialist**

*AMP Services August 2019 - Present*

* Managed AP for 31 restaurants spread between 6 companies
* Perform full cycle matching, batching, coding, and managing of reports in Excel
* Research vendor statements and reviewed invoices for appropriate documentation and approval, prior to payment
* Prepare 20+ account reconciliations a week, posting to GL, and coding using Quickbooks, Ctuit RADAR, and PlateIQ
* Conduct up to 30 emails and phone calls for vendor and internal/external customer correspondence per day
* Manage positive client engagement while working remotely and virtual during the pandemic
* Enter Client provided data into our systems to ensure accuracy and organization
* Provide constant excellent customer service to all clients by ensuring all their needs are met in a timely manner
* Work daily with management on special projects in order to increase workflow
* Correspond with management and teammates with their projects to help reach their deadlines
* Use MSFT Word, Excel, Outlook, PlateIQ, Quickbooks Enterprise, Ctuit Radar, and Fintech

**Technology Sales Associate**

*Staples February 2018 - August 2019*

* Created and managed customer work orders using the Y.E.T.I. and AS400 databases
* Incorporated various selling techniques on the sales floor
* Conducted computer repair and service, both software or hardware related
* Contacted key customers via telephone or email to schedule on-sites or future appointments

**Education**

**North Seattle Community College**

*General Studies September 2017 - January 2019*

**Additional Skills**

* Proficient in Microsoft Office, Adobe Illustrator, QuickBooks Enterprise, Compeat RADAR, and PlateIQ
* Certified Computer Technician
* 80 WPM typist