

JELENA ROGIC

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PROFESSIONAL SUMMARY

Looking for opportunity that offers stability, growth, and advancement.

SKILLS

- Remained educated and trained in compliance and safety procedures;
- Responsible, honest, adaptable, and well presented;
- Excellent communication, and teamwork skills;
- Ability to handle stress involved in the job;
- Very good mathematical and numeric skills;
- Attention to details;
- Establishing priorities and managing workload;

EXPERIENCE

Account Payable/Rgo Clerk

April 2016 - Current

City Electric Supply | Centennial, Colorado

- Matching purchase orders to invoices;.
- Clarifying any questionable invoice items, pricing, etc;.
- Entering and uploading invoices into the system;.
- Setting invoices up for payment in organized and timely manner;.
- Research and resolve invoice discrepancies and issues;.
- Submitting bills for approval and further payment;.
- Coding invoices (office, and branch expenses) per internal accounting policies and procedures;.
- Posting transactions to Journals and other records;.
- Providing vendors with payment status and other related issues;.
- Making claims against business errors by creating debit notes;.
- Entering debits including detailed information on adjustment made on the paper/EDI invoice;.
- Resolving raised debits communicating with vendors and branches, requesting PODs, quotes applying issued credits, debating disputed deductions;.
- Assisting AP manager with month end closing reports.

Ramp/ Delta Passenger Service Agent

July 2017 - April 2018

Delta Global Service | Williston, North Dakota

- Completing daily POI of all equipment in our station;.
- Determine freezing point for deicing, as well as performing deicing operations;.
- Ensuring passenger safety while boarding and deplaning;.
- Assist with additional documentation required for international flights;.
- Help passengers track down missing luggage;.
- Check in luggage and confirm that carry on items meet federal guidelines;.
- Occasionally dealt with unaccompanied minors according to Airline procedures;.
- Change passenger reservation as requested and confirm new arrangements.

Server, Cook, And Delivery Driver

August 2016 - June 2017

Pizza Hut of Williston

- Greeting customers in friendly, service-oriented manner;.
- Completed opening/closing checklist according to set standards;.
- Maintain ovens and other equipment and utensils;.
- Provide initial training to new team members.

EDUCATION

Bachelor

June 2013

- **University of Novi Sad, Faculty of Technical Science, Novi Sad, Vojvodina**

LANGUAGES

Fluent in English and Serbian.