

# Vincent Cutlip

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## **Skills:**

- Microsoft Excel (Macros, Pivot tables, XLOOKUPS), Word, Access, PowerPoint.
- Oracle PeopleSoft ERP.
- SQL.
- Power BI.
- Analyzing, interpreting, transforming, and presenting data.

## **Education:**

- **University of Michigan Dearborn**
  - Bachelor of Business Administration, Finance major.

## **Work Experience:**

- **P2P Sr. AP Specialist** 05/2021 to Present
  - Trinity Health, Livonia, MI
    - Process 400 invoices, payment requests, and tickets per week and quickly resolve and correct errors.
    - Analyze and interpret large data sets for 10 different Business Units using Excel and Oracle PeopleSoft.
    - Provide prompt and professional customer service for all tickets within 48 hours, including continuous weekly follow-up for timely resolution.
    - Created 4 Excel macros saving over 1 hour of processing time per week.
    - Successfully manage and reconcile monthly vendor statements regularly averaging over 500 items.
- **P2P AP Specialist** 02/2021 to 05/2021
  - Trinity Health, Livonia, MI
    - Processed 500 non-PO invoices and payment requests per week.
    - Promptly resolved all assigned tickets within 3-5 days, meeting or exceeding metrics.
- **Sales Associate** 02/2018 to 08/2020
  - GNC, Dearborn, MI
    - Averaged 20 Commission-based sales per shift, exceeding metrics.
    - Provided excellent customer service, managed cash counts and bank deposits.