

Client Account Coordinator Client Account Coordinator Client Account Coordinator Authorized to work in the US for any employer Work Experience Client Account Coordinator Stericycle - Irving, TX January 2016 to August 2016 Manage BMW, Rolls Royce and Volvo recall buybacks, auction transports, internal repurchase agreements and disposals. Strengthen clients' brands by responding to customer inquiries, processing requests, resolving complaints or escalated cases. Update customer database systems with owner record changes, diary note entries, and workflow case to completion. Accounting Assistant BMW March 2015 to January 2016 Responsible for all BMW and Toyota accounts payable Assist Accounts Payable in resolving discrepancies in accounting records Assist Accounts Payable in maintaining all payment and transaction records Maintain staff organization chart Responsible for prepping interview forms for all candidates Coordinate New Hire orientation Maintain PO log for Senior Accounting Manager Coordinate all in office visits Point of contact for all outside vendors as well as maintaining the contracts held with the vendors Project Manager Henderson Engineers, Inc - Dallas, TX April 2013 to March 2015 Responsible for Accounts payable in the Dallas location Track accumulated charges to each job in order to calculate revenue surplus or loss. Verify accuracy of billing data and revise any errors. Prepare itemized draw billing worksheets and invoices for customers. Approve expense reports for all employees Primary construction shop drawing manager for Cowboys training facility Primary principle in charge of 'request for information' documentation for Cleveland Browns remodel Assists HR with recruiting engineers for job openings Maintain new hire documentation as well as termination forms IT Coordinator Compass Professional Health Services - Dallas, TX August 2012 to April 2013 Maintain, enter and edit information in a database called Clarizen. Create documentation as well as run tests on outstanding issues Create documentation as well as run tests on outstanding issues Assign tasks to associates, staff projects, track progress and update managers, partners and clients as necessary on all the uploaded information in the database/documentation Maintain new hire documents, termination forms, and vacation requests Edit phone call conversations to help with company privacy policies contained in HIPAA Audit contractor process to ensure it is done correctly Sales Manager David's Bridal - Arlington, TX

December 2011 to August 2012    Assisting brides/bridal party with finding their wedding dress, accessories, shoes, veiling and receiving proper alterations.    Kept a call log to keep track of each bride and their event    Contacted Brides to schedule appointments for party members and family

Assisted in the sales goal meetings on a daily, weekly, and monthly basis Apparel Assistant Allure Bridal - Dallas, TX July 2011 to December 2011    Traveled to various locations for conventions such as (Memphis, Atlanta, Chicago)    Assisted with the setup of the market showroom    Assisted in the sales of product to wholesale buyers Sales Support Doctor Marketing, LLC - Mansfield, TX August 2010 to July 2011    Created spreadsheets, presentations, call reports, surveys and Invoices

Compared competitive doctor research    Organized and conducted seminars    Met with clients to market their practice according to their needs. Created marketing materials for sales representatives

Education High School Diploma Mansfield High School - Mansfield, TX May 2011 Additional Information    Proficient in Sage 100 ERP accounting system    Proficient in Microsoft Office Programs (Word, Excel, and PowerPoint)    Experience with Database Servers and Data Entry

Skilled in applications such as Clarizen, Intermedia, and CRM

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