**Virginia White** 10615 N.E. Weidler Street, Apt. 11 ● Portland, Oregon 97220

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**Accounts Payable Clerk**

Detailed and accomplished operations support professional equipped with 23 years of success working in deadline-driven environments demanding strong organizational, technical, and interpersonal skills. Background includes accounts payable, payment processing, data entry, and in-depth knowledge of internal office procedures. Confidently handle special projects and multiple tasks and thrive in both independent and team environments. Committed to high work-ethics with efficient, motivated, and flexible aptitudes; dedicated to enhancing skills and professional value. Additional core competencies include:

✓ Accounts Payable ✓ Database Administration ✓ Collections

✓ Multi-line Communication Systems ✓ Vendor Relations ✓ Data Organization

✓ Report Generation ✓ Document Proofreading ✓ Information Filing

**Career History**

**McCormick and Schmick’s**, Portland, Oregon **9/1999 to 11/2011**

*High-quality seafood restaurant with 94 locations across United States and 6 in Canada.*

**Accounts Payable Clerk:** Managed accounts payable across 15 restaurant locations. Analyze vendor accounts and verify accuracy of invoices and coding for central processing. Enter general ledger data into Great Plains accounting software. Perform account analysis and reconciliations, resolve payment disputes, and promptly respond to unit and vendor inquiries. Maintain and track paid and unpaid accounts payable, process refund checks for credit balances, and generate spreadsheets in Microsoft Excel.

* Processed approximately 3,000 invoices per month and maintained consistent flow of progress.
* Honored with “Certificate of Award – Most Persistent,” for positive attitude and commitment to performance excellence.
* Selected to assist with special projects, such as Data Source, Reinhart Foodservice, KNG International, SimplexGrinnell, Nuco2 LLC, and Outstanding Credit Memo Report; provided regular updates to management.
* Ensured correct accounting transactions and detected irregularities and deficiencies.
* Developed and applied extensive knowledge of accounts payable functions to perform job requirements.

**Contractor (Temporary)**, Portland, Oregon **1995 to 1999**

*Professional staffing assignments through various agencies.*

**File Clerk**, Accounting Connections Northwest

**Data Entry**, Wells Fargo

**Telephone Marketing**, State Farm Insurance

**Bank Proofing Clerk**, Oregon Department of Revenue

Individually chosen to deliver multifaceted clerical functions, on contract basis, for various companies. Assisted Wells Fargo with Home Savings of America project and supported Commercial Loan Department. Promoted products and services. Filed invoices and documents alphabetically and/or numerically and ensured confidential materials handling.

* Gained immeasurable clerical expertise through exposure to wide range of industries and management styles.
* Mastered ability to plan and complete work, based on priorities.

*Also previously served as* ***Data Entry*** *for Protection One,* ***Data Input Clerk*** *for Braley and Graham Company, and* ***Accounts Payable Clerk*** *for Willamette Industries, Inc.*

**Education & Technical Proficiencies**

Clerical Specialist Certificate, Columbia College of Business

Valuable Contributions-Records Management Certificate, Columbia College of Business

Practical Accounting for Non-Accountants Workshop, University of Oregon

Business Management course studies, Portland Community College

Proficient in: Great Plains, MS Excel, Lotus 1-2-3, WordPerfect, IBM System/36 on AS/400, and 10-Key.