**Sylvia M Berrios**

1319 SE Ellsworth Rd., Apt. 18, Vancouver, WA 98664

PH/VM: 360-524-2164 I Mobile: 360-936-3529 I E-mail: tallgal1@msn.com

**Summary**

Resourceful, accomplished, dedicated and focused professional who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals. Seeking a role of increased responsibility and authority.

**Highlights**

* Meticulous attention to detail
* Professional and mature
* Strong problem solver
* Dedicated team player
* Understands grammar
* Results-oriented
* Self-directed
* Time Management
* Resourceful
* Fluent in Spanish for 45 years

**Experience**

**EDI Auditor**  
July 2010 to February 2013

**Software Solutions Unlimited, Inc**. - Beaverton, OR

* Primary responsibilities were calculating, processing, posting, verifying, and maintaining data and payments to accounts payable and receivable records for EDI (*Electronic Data Interchange*) freight bills of various clients in a timely and accurate manner.
* Essential duties and responsibilities were audit of EDI freight bills, assist in review and audit freight bill stacks for rate errors, duplicates, and its accuracy, and to make sure the system is calculating the rates correctly per their contracts and if not, manually calculating, verifying and coordinating with the Rate Department and the Sr. Auditor for follow up with the client for verification and approval.
* Provided customer service via hunt group to answer general questions and/or inquiries and solve problems for all clients and freight carriers.
* Assisted team members with work load and provide back-up when needed and assisted the Sr. Auditor team department in printing of carrier rates and special projects as assigned.

**Billing Clerk**August 2008 to July 2010

**May Trucking Company -** Brooks, OR

* Primary responsibilities were calculating and verifying amounts for rates, line hauls, fuel surcharges, and other accessorial and/or commodity charge items when billing a load on a daily basis.
* Daily duties were sorting, distributing, and preparing invoices for mailing.
* Researched and corrected invoicing error items, whether EDI or paper invoice so that it can be properly issued to the respective customers.
* Worked with the company teams and IT department to identify and correct system errors that would occur and cause items to not be properly transmitted via EDI.
* Handled the distribution of the daily work to the respective team.
* Prepared adjustments to invoices as needed, whether over/under charged for transaction items, submit adjustments to proper personnel for approval, and posting.
* Processed all collected delinquent accounts as balance dues and mail the invoices for payment.
* Followed up on correspondence for missing documentation needed to shippers and/or consignees.
* Reviewed accounts not billed and prepare bills from available information.
* Answered client inquiries and in the composition of correspondence in either email or regular mail.

**File Clerk and Receptionist**

April 2008 to August 2008

**Millennium Building Services (MBS) -** Portland, OR

* Responsible for answering and routing calls, greeting visitors, handling inquiries from the public, and providing information related to the company.
* Coordinated incoming and outgoing mail, collected and distributed parcels, recorded messages of calls and visitor arrivals to the appropriate employee.
* Delivered faxes, PO’s (Purchase Order) request from employees via phone, and informed to potential employees information on job openings and assist the HR personnel in strict confidentiality of documents.
* Coordinated with other receptionists the task to be done for the day, taking care of the up-keep of the front desk, entrance , and the kitchen areas as needed.
* Completed other projects as assigned by other personnel on a daily basis and filing of important records.

**Education**

**January 26, 2004 – February 06, 2004**

Certificate of completion in Mixology.

**Bartending Academy -** Portland, OR

**Fall 1993 – Spring 2000**

Associate in Graphic Design, GPA: 3.00   
Degree not completed.

**Northern Essex Community College** - Haverhill, MA

**Fall 1984 - Spring 1987**

General Studies, High School Diploma.

**Luis Muñoz Marin High** - Cabo Rojo, PR

**Certifications/Other Information**

Certificates:

* WA State Class 12 Alcohol Server Permit;

License #: 120534216; Exp.: April 01, 2018

* WA State Food Handler Card

License #: 1151204SJAP84RB1; Valid: 12APR13 to 12APR15

Languages:

* English & Spanish: Fluent for 45 years

Reading, Writing, Spoken

Computer Skills:

* Word – 2003, 2007 & 2010
* Excel – 2003, 2007 & 2010
* Outlook – 2003, 2007 & 2010
* Windows OS – (95/98, ME, XP, Windows 7)

Admin/Clerical/Typing Skills:

* 35+ WPM (Last tested in 2011)
* 10-Key by Sight/Touch (Currently testing)

Accounting Software:

* Mocha Soft TN5250 V9.3 AS400
* Quick Books (Novice)