

ABED SANCHEZ

Allentown, PA
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484-838-4860

Motivated and goal-oriented business professional pursuing bachelor's degree in financial data analytics with a minor in accounting. Proven work ethic and advanced organizational and time management skills. Attentive to detail and committed to exceeding expectations. Punctual, trustworthy, and eager to learn. Bilingual in English and Spanish.

KEY STRENGTHS

- Accounts payable experience
- Background in sales, customer service, and vendor management
- Proven ability to handle large workloads while maintaining calm under stress
- Ability to learn new software and procedures quickly
- Reliable independent worker with demonstrated ability to excel in teamworking environments
- Attention to detail, organization, and time management skills
- Demonstrated creativity and problem-solving ability
- Strong interpersonal and intercultural skills
- Keen ability to develop business relationships
- MS Excel and Office experience and strong computer skills

EDUCATION

DeSales University, Center Valley, PA

B.S. Finance, Data Analytics Track, Expected Graduation 2024

Tableau Fundamentals and Intermediate

Microsoft Excel 2019 certification

Northampton Community College, Bethlehem, PA

Associates in Arts, Business Administration, Completed 2021, GPA 3.93

RELEVANT WORK EXPERIENCE

Accounts Payable Administrator, Victaulic, Easton PA, May 2021-Present

- Respond to invoice inquiries from internal customers and external vendors
- Process vendor invoices and internal check requests
- Verify completeness of invoices and troubleshoot inaccuracies in purchase orders
- Verify vendor information, including W9's, 1099's, and banking instructions
- Enter invoice payments following established process and audit controls
- Record general ledger entries for processed payments
- Process weekly payment runs for checks
- Maintain electronic signature routing protocols
- Assist with month-end close, including producing accurate month end accruals and completing other month end functions on time
- Support Accounts Payable annual controls audit

Financial Service Representative, Stark Financial Group, Bethlehem, PA, January 2015 - 2018

Financial Representative, AIG Financial Network, Bethlehem, PA, June 2015 - Jan 2016

LEADERSHIP

Phi Theta Kappa National Honor Society, The National Society of Leadership and Success, Treasurer of NCC Business Club

Abed Sanchez
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06/01/2024

To whom it may concern to,

I'm writing this letter to express my interest in the position of Data Analyst as advertised on the website. I am a current student at DeSales University and will complete my B.S. in Finance and Accounting (Data Analytics track) in 2024. I also work full-time as an Accounts Payable Administrator at Victaulic Company of America. I believe the combination of my studies and work experience makes me an ideal candidate for this position.

In my current role as Accounts Payable Administrator, I have gained a wealth of P2P experience that would serve as an excellent foundation for this position. I work with ERP software (BPCS and Profound) to ensure accurate invoice processing and up-to-date vendor, bank, and tax entity information. I also work directly with buyers and supply chain partners to ensure purchases are accurate in quantity and price. I am responsible for preparing month-end accrual reports and assisting in sending reconciliation numbers to the accounting department. In my short time in this role, I have excelled in my duties, managing the high volume and fast pace to consistently perform at the top of my department. I excel working independently and have proven time management and organizational skills. This position would be an incredible opportunity to begin working in my field of studies. I look forward to meeting with you in the near future to talk about how my skill sets can benefit Victaulic Company. Thank you for your time and consideration.

Sincerely,

Abed Sanchez

Abed Sanchez Action Plan

Goal / Expected Outcome: Upon completion of my bachelor's degree in finance and accounting at Desales University I would like to obtain an entry-level position in Data Analytics at my current company or somewhere else. Also, I would like to obtain my MSBA certification that will enhance my career opportunities..

Action Steps	Deadline	Resources	Potential Barriers	Result
<i>What Will Be Done?</i>	<i>By When?</i>	<i>What do you need to complete this step? (People, money, tools, etc.)</i>	<i>What could get in the way of task completion? How will you overcome them?</i>	<i>What is the outcome of the task?</i>
Excel master Certification	01/01/23	I will need to complete the courses in order to obtain this certification	-Lack of motivation to do the courses -Not enough time to practice each module	-Obtain this certification and add this to my list of accomplishments on my CV
Attend Networking events through my current company and through the events of Desales University	12/01/2024	In order to complete this step, I will need to schedule times to attend networking events through my company and Desales University.	-Lack of time -lack of motivation -Not scheduling properly.	-By attending these events, I will be able to increase my network and attend career/events that will help me find other opportunities.
Improve my interview skills	12/01/2024	-I will need to schedule mock interviews with the Desales Career development team in order to prepare me for the interview	-Not schedule the mock interview prep	-By attending mock interview prep, it will help me to be better prepared for my next job interview.
Update LinkedIn and Handshake	06/01/2024	-Laptop -schedule specific time	-Not spending the time to update this important information	Updating my online profiles with my

profiles				improved skills and certificates will give me a better opportunity to be seen by recruiters and other individuals in my network and increase my chances to obtain employment.
Apply to at least 5 entry-level data analytics positions.	06/01/2024	-Find job openings through websites such as LinkedIn, Indeed, Jobvite, Handshake, or Career Link Leigh Valley.	-Not finding entry-level opportunities on the websites mentioned	By applying to at least 5 positions, I've incremented my chances to land a new position.
Obtain my MSBA through Desales Universiy	12/01/2026	In order to complete this step, I will need to: -Be accepted by the program -Pay through either a tuition reimbursement program or FAFSA.	-Not be accepted by the program -Not finding the funds to pay for this.	The MSBA certification will give me the opportunity to obtain/improve my skills and find better job opportunities in the marketplace.