Thanks for visiting my website! Before you leave, enjoy this funny baby photo of me.

I always strive to achieve the goals that I set for myself. This has started when I was a little girl. Look at how hard I’m trying to blow off the seeds of the dandelion. I was very determined. I realize that in this photo, all the seeds are still attached despite my heavily exerted efforts, but I assure you, I achieved my goal shortly afterwards with perseverance. As with everything else in life, I work hard and never give up. I continuously work towards improvement and I’m always willing to learn new things. You are most likely on my website because I’ve applied for a job upon graduation. If you would like to contact me for an opportunity, please click below. I promise that I won’t disappoint you.

To replace the bullets

- Processed manual and purchase order invoices with strong accuracy

- Ensured invoices were properly coded and approved before sending out payment

- Prevented delays in payment by double checking all addresses, unsigned cheques, invoice numbers, and dollar amounts

- Reviewed for misapplied payments and other inconsistencies before mailing out cheques, while making sure of the correct stamps

- Provided timely updates to supervisor when performing assigned tasks

- Quickly and accurately performed data entry

- Checked and fixed discrepancies while entering invoices into Sage 300 ERP (AccPac)

- Efficiently matched invoices to 150+ cheques in one sitting

- Maintained files for 4 different company databases in both open payable cabinets and paid cabinets

- Implemented improvements to operations of the Accounts Payable team by assisting with organization of filing system and other projects

- Worked in an efficient manner while staying well organized on top of 4 different company databases in both Canada and the U.S.