

Giulia Catalano

11 Cantwell Avenue
Stamford, CT 06905
(203)940-6882

Objective

Seeking a professional position in accounts payable and receivable, where my range of knowledge and skills will be fully utilized.

Qualifications

IJS Global, Inc. Stamford, Connecticut

2007-2010

Accounts Payable Specialist/Office Manager

- Performed essential activities for accounting department, including receipt and application of customer checks and wires, entering and paying various vendors, daily deposits, and inter-company billing
- Provided administrative/secretarial support for the company; such as answering telephones, assisting visitors, and resolving a range of administrative problems and inquiries
- Scheduled business meetings, prepared meeting agenda and coordinated any additional travel plans or conference calls where necessary
- Organized and updated files for auditing purposes
- Implemented a checks and balancing system for our regional offices
- Distributed incoming mail

DHL, Stamford, Connecticut

2002-2007

Accounts Payable Specialist/Receptionist

- Generated checks daily and maintained accurate records of paid invoices
- Corresponded with vendors and responded to inquiries in a timely manner
- Directed day-to-day office operations, providing fundamental support to company President and team of consultants
- Served as a profile coordinator requesting systems access, telephone equipment, departmental relocations and remote access
- Technical proficiency in operating multiline phone systems, copiers, printers and fax machines
- Filed and retrieved corporate documents, records and reports for all staff at any given moment

AEI-Danzas, Stamford, Connecticut

1981-2002

Accounts Payable Supervisor: Brokerage Department

- Oversaw and supervised a team of 5 employees, ensuring all tasks were correctly completed and received in a timely manner
- Provided training and support on special projects when necessary
- Resolved months of back-logged work
- Restored order and organization to processes/records in disarray
- Researched and corrected billing entries that were entered improperly

Skills:

- Highly proficient in computers and MS Office

References Available Upon Request