##### Sandra Franklin

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**Professional Objective**

To secure a position that will utilize my current experience while offering growth and challenge.

**Summary of Qualities**

* Seasoned professional with 20 years progressive experience in accounting.
* Open minded, enthusiastic, self motivated, high-energy approach to projects
* Persistent in following up and problem solving
* Excellent customer relations skills
* Ability to manage multiple projects simultaneously
* Excellent organization skills
* Proficient user of Microsoft Word, Excel, PowerPoint, SAP, BPCS, and Imaging Retrieval System

**Professional Experience**

**Camuto Group (Temp assignment), Greenwich, ct 2011 - 2012**

*Accounts Payable Associate*

* Process employee expense reports and payments in a timely manner.
* Responsible for making sure that employees stay within the guideline of the IRS rules for meals and entertainment.
* Update and print expense reports from concur system.
* File, sort, and match checks.
* Assist in other duties as assigned.

**Octagon (Temp assignment), norwalk, CT 2010 - 2011**

*Accounts Payable Clerk*

* Responsibilities consist of helping out with yearend: entering invoices, creating Purchase Orders, and setting up spread sheets.
* Organizing and maintain filing system.
* Opening and distributing office mail.
* Assist in other duties as assigned.

**Louis dreyfus (Temp assignment), norwalk , ct 2010 –2010**

*Accounts Payable Associate*

* Process invoices and set-up wire payments.
* Ensure invoices had the proper level of authorization for payment.
* Worked with other departments to obtain required approvals.
* Reviewed and resolved discrepancies pertaining to vendor statements by making sure invoices were current.
* Other responsibilities included: auditing expense reports, coding of invoices, filing, scanning invoices, matching, writing, and mailing checks.
* Served as a backup for other function within the department as needed.
* Assist in monthly closing.

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**Covidien (Subsidiary of Tyco Health Care), norwalk, ct 1989-2009**

*Accounts Payable Specialist*

* Responsibilities entail budget tracking and reconciling accounts.
* Organize approvals received for direct bills authorizations to our corporation CTA’s account and also responsible for keeping corporation CTA’s accounts current.
* Evaluate and monitor all accounts payable transactions, prepare monthly and quarterly entries.
* Reconcile accounts for vendor per quarter, and inter-company monthly.
* Compile expense reports for in-house employee’s as well as sales associates in the field, making sure that employee’s stay within the guideline of the IRS rules for meals and entertainment.
* Handle all aspects of accounts payable activities including performing computer data entry, matching invoices to receiving documents, research and solve problems for vendor.
* Assist in monthly closings.

**goodfellas alliance corporation, norwalk, ct 1993-2007**

*Coordinator*

* Served as spokesperson, reporting to the Board of Directors, and with the Board of Directors, was responsible for ensuring that the program realized its mission.
* Provided oversight of program management activities and assisted with financial management, fundraising activities and public relations.
* Planned, organized, staffed, directed and evaluated program activities to meet goals.
* Managed fiscal operations including budget development and authorization of expenditures.
* Monitored the program’s financial health and made recommendations to the Board of Directors.
* Assisted with the development, direction and evaluation of fund raising activities including acquisition of corporate support and special events.
* Planned and implemented outreach programs to target populations.
* Collaborated with community groups to strengthen and expand the organization.

**Peoples United Bank, bridgeport, ct**  **1984 – 1989**

*Accounting Clerk*

* Assisted new customers in applying for bank accounts.
* Provided customer with general information relating to banking policies and procedures.
* Performed general office duties.

**Education**

**Sacred Heart University,** Fairfield, CT **1984 - 1989**

BS in Business Management

**Norwalk Community College,** Norwalk, CT **1998 - 1999**

Business Software Application

**Norwalk Community College,** Norwalk, CT **2011- 2011**

Bookkeeping & Recordkeeping Practices Certificate

.…References Available Upon Request….