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Liana Pitre

***Work Philosophy:*** To complete any task assignment to the best of my ability; and to always look for a positive solution to any problems that may arise.

**OBJECTIVE**

Seeking an opportunity in an organization where demonstrated skills and previous work experience can be utilized, and where continued growth and professional development are possible.

**PROFILE**

* Good interpersonal & communicative skills
* Able to work with persons at all levels of management
* Demonstrated ability to work independently, as well part of a team
* Admirable planning, management, & organizational skills
* Work well under demanding conditions
* Resourceful, self-confident, dependable, and reliable

**EDUCATION**

**2004 AS Business Management & Accounting**

Gateway Community College – New Haven, CT

**2005 BA Business Management & Accounting – (transferred)**

Southern CT State University – New Haven, CT

**2010 BS Accounting – In progress (graduate June 2012)**

University of Phoenix – Phoenix, AZ

**Computer Application Proficiency**

* Microsoft Excel
  + Formulas
  + Formatting
* ADI
* Microsoft Word
* Microsoft Access
* AS400
* Great Plains
* Peach Tree
* Quick Books
* Real Word
* Auto Quotes
* Concur
* Oracle

**WORK HISTORY & EXPERIENCE**

* 4/27/09-Current Neopost USA – Milford, CT Accounts Payable
  + Process invoices for payment
  + Process inter-company account reconciliations
  + Process check runs
  + Reconcile account statements
  + Process rent invoices and payments
  + Month end accruals
  + Month end journal entries
  + Adjusting journal entries
  + Post journal entries
  + Prepare/submit report for expense reports to payroll
  + Employee expense reports
* 9/24/08 – 2/23/09 Retail Service Associates – Milford, CT Accounts Payable
  + Enter and post invoices
  + Enter and post credit memos
  + Coded non stock invoices
  + Reconcile Statements
  + Match-up invoices to receiving
  + Imported and processed receiving
  + Performed month end audits
  + Corresponded with vendors

2002-**7/2/2008** Warehouse Store Fixture-Waterbury, CT

* Accounts Payable
  + Post Vouchers
  + Reconcile Statements
  + Match-up Incoming Mail
  + Manual receiving
  + Track Purchase Orders
* Accounts Receivable
  + Collections
  + Deposit
  + Posting to General Ledger
  + Reconcile Customer Statements
  + Customer Billing
* Assisted Project Manager
* Data Entry