Jeanette Rivera

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| objective | | |
|  | To obtain a new position with greater challenges that can broaden my skillset in order to be a bigger asset to the company. |
| Experience | | |
|  | Jan. 2010-present Oakleaf Waste Management Windsor, CT  Vendor Services Coordinator III   * Research invoice discrepancies and vendor disputes; provide and coordinate resolution for open payables, past dues, service interruptions and short paid accounts. * Ability to develop good working interdepartmental relationships to utilize as resources to assist with research and validation of contract requirements as necessary. * Support Vendor Relations initiatives. * Meet strict deadlines on various projects. * Work with vendor’s book of business to reconcile ounstanding invoices. * Manage workload and work queue to department standards. |
|  | Aug ‘07-Jan. ‘10 Open Solutions Inc. Windsor Locks, CT  IP Generalist / Balancer   * Balance captured batches of financial data at banking center level * Create and manipulate Excel spreadsheets for reporting to be used to balance each banking center * Production environment to balance assigned banks and ensure extracts are verified accurate |
|  | Jun. ‘04-Aug. ‘07 Bank of America Hartford, CT  Proof Encoder   * Precisely and professionally process incoming checks from the local branches * Improve in productivity to meet Bank of America dea |
| Education | | |
|  | 2011- Middlesex Community College Middletown, CT   1. Accounting Associate Degree Program   2001- 2003 Branford Hall Career Institute Windsor, CT   1. Medical Assitants Program |
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