Yvette R. Cannon  
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OBJECTIVE

To obtain a position that will enhance my accounting experience and provide room for professional advancement.

EXPERIENCE

* **Alliance Energy** Branford, CT 07/11-11/11
* • Research vender inquiries  
  • Collaborated with vendors and internal departments for optimal account management.  
  • Assisted in meeting weekly and daily deadlines via invoice entry.

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| * **St Raphael’s Hospital** New Haven, CT 12/10-07/11 * Accounts Payable specialists * Verified and processed bills for payment * Research vendor history to determined amount due to business partner Communicate with the vendors on the status of their account * Code and enter invoices into system Maintain open and closed files * PO’s and Check Requests & Patience Refunds * Did Internal audits for last three years to see if invoice were double paid * Did 1099’s |

* JetBlue Airways Darien, CT 06/05-03/08
* **Accounting Coordinator**
* Assisted the staff accountants in ensuring the accurate and timely preparation of internal financial activity.
* Researched transactions for accuracy.
* Processed monthly journal entries for expense accounts.
* Maintained the accrual spreadsheets for various accounts.
* Set up new business in SAP.
* Managed password resets for the Gelco accounts.
* **Accounts Payable Specialists**
* Verified and processed bills for payment.
* Reconciled vendor history to determined amount due.
* Corresponded with our business partners on the status of their account.
* Coded and entered invoices into the system.
* News America Marketing Wilton, CT 03/02-01/05
* **Accounts Payable Clerk**
* • Reviewed invoices for proper authorization for both USA & Canadian guidelines per the Sarbanes Oxley.  
  • Optimize company savings by ensuring discounts are taken in a timely manner.  
  • Coded invoices and expense reports for both USA & Canadian affiliates.  
  • Ensured proper documents were in place for vendor set up.  
    
  Micro Warehouse Inc. Norwalk, CT 04/92-08/01
* **Accounts Payable Clerk**
* • Research vender inquiries  
  • Collaborated with vendors and internal departments for optimal account management.  
  • Assisted in meeting weekly and daily deadlines via invoice entry.  
    
  **Data Entry Clerk**
* • Entered invoices for all phases of accounts payables  
  • Ran and mailed checks
* **Education**
* Westover Job Corp Center – Business Department
* Chicopee, MA 1984—1985  
  Stratford High School Stratford, CT 1984