Beth Say

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**PROFILE**

**Accomplished professional experienced in: invoice reconciliation, customer service, client/vendor relations, data entry and strong familiarity of HIPPA practices. Strong work ethic supported by strong communication, negotiation, organizational, and leadership capabilities. PC experience includes: Microsoft Office -Word, Excel, PowerPoint and database management.**

* Project Management • Database Management • Analytical Skills

**PROFESSIONAL EXPERIENCE**

09/11- **RANDSTAD,** Plainville,Connecticut  
present ***Shipping Processor***

* Perform data entry of inventory reconciliation daily.
* Ensure paperwork and checks and balances are met daily.

01/06- **OAKLEAF WASTE MANAGEMENT**- East Hartford, Connecticut

06/11 ***Vendor Services/Accounts Payable Team Lead***

* Manage staff of twelve in efficiently reconciling Invoices Company wide.
* Ensure Vendor Services team follow established processes.
* Provide check/balance on data integrity of invoicing and payables.
* Operate effectively in a deadline-driven environment, which stresses accuracy, productivity and timeliness
* Communicate with Account Management and vendors to confirm costs and timely payments.

08/05- **UPS,** Windsor,Connecticut  
02/06 ***Processor***

* Compiled and processed approximately 1,500 pieces of mail daily.
* Ensured mail properly distributed among staff and sent out in a timely manner.

01-05 **PEROT SYSTEMS**, Providence, Rhode Island06-05  
06/05 ***Customer Service Representative***

* Managed 50+ calls daily and assisted members with medical benefit insurance questions.
* Knowledge of HIPAA and COBRA guidelines.*.*

**EDUCATION**

Johnson And Wales University Providence, RI

Major: Business Administration 05/2001

Degree: Associate of Science