TANIA  
MARTINEZ

901 Susan Drive Arlington, TX 76010 | (C) 8176927661 | tm76010@gmail.com

SKILLS

Excellent SAP, Quick Books, Word, Excel & Excellent Phone Skills  
Outlook Skills Bilingual (Spanish)  
Exceptional organization Effective time management  
Multi-line phone proficiency Customer service-oriented  
Social media knowledge Flexible  
Professional phone etiquette Excellent communication skills

WORK HISTORY

SEPTEMBER 2017-CURRENT  
*Bilingual Accounts Payable Clerk* | *Nerium International LLC* | *Addison*, *TX*

Handle all vendor correspondence via phone or email professionally and efficiently.  
Print and sort vendor invoices daily from AP boxes and mail.  
Verify invoice information against purchase order information and process in accordance  
with policies and procedures.  
Code invoices, vouchers, expense reports, check requests & etc. with correct general  
ledger codes conforming to standard procedures to ensure proper entry into the financial  
system.  
Input 50-80 in SAP for Mexico, Switzerland, Canada entities.  
3 way matching invoices in SAP.

Process Concur Reimbursement.   
Match printed checks, disseminate to be signed and mailed.  
Reconcile various accounts by identifying errors in posting or omissions by applying  
appropriate accounting standards.  
Receive, research and resolve a variety of routine internal and external inquiries  
concerning account status, including communicating the resolution of discrepancies to  
appropriate persons.

Scanning, uploading and filing invoices.

JANUARY 2015-DECEMBER 2016  
*Office Administrator/Accounting Assistant* | *Oliva & Sons* | *Farmers Branch*, *TX*

Inputting 60-80 Purchase orders into Quick books Enterprise daily.  
3 Way-Matching Purchase Orders to Invoices to payment in Quick books.  
Working heavily in Accounts payable and Accounts Receivable.  
Making cash deposits daily.  
Processing automated payroll in Quick books.  
Scanning, uploading and filing all invoices.  
Inputting all bill into Quick books and creating checks.  
Handle all incoming and outgoing mail.  
Overseeing 10 employees (vacation time, time sheets)  
Shipping products through World Ship (UPS)  
Handling all incoming calls (taking messages, answering product questions, taking  
orders, forwarding calls)   
Safety coordinator.  
Ordering office supplies.

JULY 2013-JANUARY 2015  
*Digital On-boarding Specialist* | *Dex Media* | *Dallas*, *TX*

Assisting Sales Reps with the sale and processing orders.  
Creating Facebook, Google Places, Yellow pages and search engines.  
Taking 20-30 calls a day lasting approximately 30 minutes - 1 hour.  
Working heavily in Sales Force.  
Handling all issues with Sales via incoming calls.  
Handle all vendor correspondence via phone or email professionally and efficiently

OCTOBER 2010-JULY 2012  
*Receptionist* | *State Farm Insurance* | *Arlington*, *Texas*

Greeting and directing incoming customers.  
Answer incoming calls on multi-line telephones.  
Taking messages and forwarding calls.  
Distribute office mail.  
Mail out letters of interest.  
Basic office cleaning and watering plants.  
Order office supply.

EDUCATION

2015  
*Associate of Applied Science*:  
Brookhaven College, Farmers Branch, TX

ACCOMPLISHMENTS

I received the Pinnacle Award the 1st quarter of 2014 for outstanding work.   
I received the Pinnacle Award the 3rd quarter of 2016 for outstanding work.