

JEAN VILLAMOR

Vancouver City, BC | jeanvillamor87@gmail.com | 236-984-9772 | linkedin.com/in/jean-villamor-2a9890102

ACCOUNTS PAYABLE SPECIALISTS

Detailed-oriented accounting professional with a Bachelor in Microfinance & Accounting and currently pursuing an MBA. Brings over 12 years of experience in accounts payable and receivable, vendor management audits, and financial operations across corporate and shared-service environments. Highly proficient with Sage, Microsoft Dynamics 365, QuickBooks and Excel, recognized for accuracy, reliability, and the ability to streamline AP in high-volume settings.

CORE SKILLS & TRANSFERRABLE COMPETENCIES

Accounts Payable & Receivable | High Volume Invoice Processing| Bank & Account Reconciliations | Month End Closing & Journal Entries |Payment Processing (ACH, Wire, Cheques) | Microsoft Dynamics 365 | Advance Excel (Pivot Tables, Formulas) | Teamwork & Collaboration |Time Management & Multitasking

ACCOMPLISHMENTS

- Process 1,000+ invoice weekly with 98% accuracy for US-based clients, ensuring timely and error-free posting.
- Reduced overdue accounts by 15% within three months through proactive monitoring and follow-ups on outstanding balances.
- Cut late fees, and duplicate payments by 20% by tightening AP controls, improving reconciliations, and resolving discrepancies.

PROFESSIONAL/RELEVANT/CAREER EXPERIENCE

CUSTOMER SERVICE ASSOCIATE (Part-time) | Tim Hortons, Surrey, BC

05/2025 – 08/2025

- Delivered efficient and friendly customer service in a high-volume, fast-paced environment.
- Processed cash, debit, and credit transactions with accuracy and attention to detail.
- Assisted with inventory restocking, quality checks, and maintaining a clean, safe workspace.
- Collaborated with team members to ensure smooth and timely service during peak hours.

ACCOUNTS PAYABLE/RECEIVABLE SPECIALISTS | IQ BackOffice (Remote – US Account)

11/2023-10/2024

- Processed 1,000+ invoices per week across multiple entities with 98% accuracy using MS Dynamics 365, DSSI, QuickBooks Sage and Advance Excel.
- Reduced overdue accounts by 15% by monitoring aging reports, prioritizing high-risk accounts, and coordinating with clients.
- Minimized late fees and duplicate payments by 20% through improved approval workflows and regular vendor statement reconciliations.
- Ensured timely ACH, wire, and cheque payments to local and international vendors in line with payment terms.

ACCOUNTS PAYABLE SPECIALISTS | Hilo Fish Company, Manila Philippines

08/2015 – 08/2023

- Verified and processed vendor invoices, ensuring accurate coding, approvals, and timely payment using sage.
- Reconciled AP transactions with the general ledger and resolved discrepancies to maintain accurate records.
- Monitored payment due dates to prevent late fees and sustain strong vendor relationships.
- Responded to vendor inquiries regarding payments and statements, providing clear and timely resolutions.

VOLUNTEER WORK

VOLUNTEER CHILDCARE ASSISTANT | Kingcrest Learning Academy, Kingsway Vancouver

01/2025 - 05/2025

- Assisted in supervising toddlers, pre-schoolers, and early school-aged children during group learning activities.
- Helped with pick-up and drop-off transitions between school and nearby learning spaces.

EDUCATION

MBA – MASTER OF BUSINESS ADMINISTRATION | University Canada West, Vancouver Canada

2024-2026

BSA – MICROFINANCE & ACCOUNTING | Philippine Christian University, Manila Philippines

2010-2014

CERTIFICATION & PROFESSIONAL DEVELOPMENT

Food Safe Certificate Level 1 |Vancouver Coastal Health |Vancouver Canada

11/2029

Serve it Right | Responsible Service BC |Vancouver Canda

12/2029

Childcare Care First Aid |Life Preserves First Aid Training | Vancouver Canada

02/2028

First Aid & CPR/AED Level C (BL) | Canadian Red Cross |Vancouver Canada

10/2027