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| **Douglas Jacob Cottrell**  7007 Berwick Ct Ypsilanti, MI 48197  734-777-7059  DouglasCottrell@hotmail.com   |  |  | | --- | --- | | Objective | My goal is to find a fulfilling career with an honest employer that values integrity and dedication. | | Skills | * **Strong Communication and Organizational Skills** * **Experienced in Microsoft Office** * **Customer Service Background** * **Welding- SMAW/GMAW** | |  |  | | Education | Belleville High School  05/2006 Graduated with Diploma   * Welding/Fabrication courses through the vocational program all four years.   Wayne County Community College   * Criminal Justice - 55 credit hours completed towards Associates Degree. | |  |  | | Experience | Accounts Payable Specialist - Trinity Health  06/2015 - Present  Process check requests and vendor invoices for various hospital sites under the Trinity Health umbrella. Communicate with other Accounts Payable/Receivable staffs to coordinate remote payments and urgent requests. Maintain prompt responses on customer service tickets. Research disapproved and rejected requests to prevent past due or duplicate payments. Use of Microsoft Office tools such as Excel, Outlook, and Word on a daily basis. Maintain positive attitude and cohesion with colleagues in all departments.  FedEx Courier  06/2010 – 06/2015  Inspect company vehicles, sort freight according to area and commit time, maintain safety of vehicle and self at all times, adhere to route goals and company best practice methods.  Cook - A&W Restaurant  04/2004 - 05/2010  Cook food as ordered, keep fridge and freezer stocked, maintain inspection ready kitchen at all times, work well with others in a fast paced environment. Sweep floor often and mop twice a shift. Clean walls, ceiling, light fixtures, windows, and bathroom during slow hours. Take trash bags out to the dumpster. | |  |  | |  |