

TROY GAUDETTE II

ACCOUNTS PAYABLE SPECIALIST

KELLER, TX

817-675-4929

Troy.gaudette2@gmail.com

OBJECTIVE

Experienced, self-motivated accounts payable specialist and assistant, offering a strong work ethic and a can-do attitude. Accurate and detail oriented to ensure productive and successful results. Skilled in communication with customers, vendors, and management.

EDUCATION

2014
COLUMBIA COLLEGE
BACHELOR OF SCIENCE -
BUSINESS ADMINISTRATION

2007
ABILENE COOPER HIGH
HIGH SCHOOL DIPLOMA

KEY SKILLS

Analytical Mind
Time Management
Complex Problem Solving
Team Player
Patient
Flexible

SOFTWARE

MS Excel + other office products,
Great Plains, Oracle. Currently
working on QuickBooks certification.

EXPERIENCE

01/2018 - PRESENT
ACCOUNTS PAYABLE SPECIALIST •

DARYL FLOOD RELOCATION & LOGISTICS

Great Plains – manages documents by receiving and inputting payables from vendors and appropriate internal departments. Create and on board new vendor accounts and upload W-9 information.

Completes check runs for six major companies weekly, codes current and outstanding invoices, maintains statements for all companies each week and communicate with customers by email and phone if any information is missing or needs to be updated.

07/2015 – 01/2018
ACCOUNTS PAYABLE & BILLING SUPERVISOR •
HYUNDAI AMERICA SHIPPING AGENCY

Worked directly with VP & director to meet and exceed monthly/yearly goals. Responsible for same day invoicing. Processed all incoming accounts payable invoices. Tracked outstanding invoices and communicated status with customers. Created spreadsheets for outstanding invoices to provide to management and regularly exceeded department goal of 87% customer payment ratio.

08/2014 – 06/2015
SERVICE MANAGER •
AMARR GARAGE DOORS

Responsible for receiving and unloading weekly inventory. Office communication including the completion of orders in proprietary system, communicated with customers, provided quotes and financial exchanges, and completed deposited. Conducted daily physical inventory to ensure system data integrity.

ADDITIONAL EMPLOYMENT HISTORY AVAILABLE UPON REQUEST.

REFERENCES

AVAILABLE UPON REQUEST.