

Madeline Rasey

Accounts payable associate

San Diego, CA 92104

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858-264-8946

Seeking a career with a well-established company where my skills can be implemented and enhanced.

Authorized to work in the US for any employer

Work Experience

Accounts Payable Associate

TAG Management, Inc

April 2019 to Present

- Provide a full range of bill-pay services for a total of 8 personal clients, ranging from basic utility bills and credit card payments, to investment capital calls.
- Responsible for answering any and all client inquiries within a strict 24-hour response turn around.
- Prepare and processed multiple wire transactions on a daily basis.
- Reconcile each client bank account and any credit cards on a monthly basis.

Accounts Payable Specialist

California Credit Union

July 2017 to April 2019

- Responsible for monitoring the AP email inbox daily, answering any internal or vendor inquiries.
- Received and prepared all incoming invoices for payment, and processed large check and ACH batches daily.
- Reconciled all corporate credit cards on a monthly basis.
- Set up/Closed prepaid and fixed assets at the end of each month.
- Provided timely and high-level customer service to outside vendors and internal departments within the credit union.
- Assisted AVP in monthly financial reporting.

Member Service Representative (Bank Teller)

California Credit Union

July 2016 to July 2017

- Assisted members with general account inquiries, cash withdrawals/deposits, loan/credit card payments, wire transactions, and online banking set-up.
- Responsible for opening/closing branch daily, including counting/balancing individual cash drawers, vault, and cash dispenser.
- Provided white-glove level customer service to each member.
- Consistently met monthly credit card and loan referral goals (sales)

Receptionist/Assistant Spa Manager

Massage Green Spa

January 2015 to July 2016

- Greeted clients; Answered telephones; and perform data entry
- Responsible for scheduling client appointments and overseeing daily spa operations such as laundry, and general cleaning of the spa rooms.

Receptionist/Client Services

San Diego Reference Laboratory

October 2012 to January 2013

- Greeted clients; answered phones; purchased supplies; and performed data entry and billing
- Responsible for processing all incoming/outgoing shipments every day

Education

High school or equivalent

San Diego State University

September 2017 to December 2017

Skills

- Telephone, customer service, and computer skills with proficiency in MS Word, Excel, and QuickBooks.
- Excels at multitasking several complex assignments with tight deadlines and budget constraints
- Ability to work effectively in a team environment as well as independently
- Skilled at organizing documents using online and manual filing techniques
- Accounts Payable
- Invoice
- AP
- Quickbooks