

Renee Negron

Saint Petersburg, FL 33705

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I've worked in all areas of Administrative, Reception, Clerical, Customer Service and Sales over the course of my career. I am a fast learning, friendly professional who loves a challenge and is excellent at multi tasking.

My resume is a quick reference touching on some of my duties and responsibilities over the years, but I have much more to offer than what I am able to put into bullet points.

Authorized to work in the US for any employer

Work Experience

Accounts Payable Manager

Blue Ridge HealthCare - Saint Petersburg, FL

December 2016 to Present

Responsibilities

High volume of Data Entry Input

High volume of Invoice Entries

Managing all Accounts Payable requirements inside a Nursing Home/Skilled Facility

Answering all incoming calls, Routing Calls to Department Heads

Setting up and receiving deliveries

Setting up New Vendor Accounts

Prepare Aging Schedules/Payment Schedules

Petty Cash Management

Bank Reconciliations

Accomplishments:

While working most of my career in the Construction Industry Field, this Position allowed me to learn responsibilities of the Health Department Guidelines and working with the Agency for HealthCare (AHCA) along with learning the Matrix Care Software which is a full spectrum electronic health record.

Bookkeeper/Administrative Assistant

Eagle One Contractors - Astoria, NY

February 2005 to September 2015

Responsibilities

All aspects of Bookkeeping from AP to AR to Payroll

Match Purchase Orders to Invoices

Heavy Volume of Data Entry

Negotiate & Maintain Special Material Pricing from Vendors

Check Pricing from Specialty Material Bulk Prices

Adjust Invoices Accordingly to Price Schedule and discuss with Vendors

Typing of bids for Project Managers

Heavy Volume of Phone Calls

Payroll both Union and Non Union Workers

Filing out Union Payroll Time Sheets and submitting to the Union Halls

Accounts Receivable payments from General Managers and Subcontractors

Excel Spreadsheets on Contracts , and Maintaining timely Payments as specified in Contracts

Oversee all InHouse Invoices of Company Bills such as Truck Payments for Fleet of Trucks, Utility Bills, Insurance Bills, Telephone, Internet, Cable, Fire Alarm, etc.

Monthly Check Runs to Vendors.

Oversee Petty Cash & Maintain Cash Flow on Day to Day basis

Monthly Bank Reconciliations

Deposit Checks at Bank

Running and Maintaining Social Media Company Profiles

Accomplishments

Developed a close relationship with this family owned company. A trust was made to handle all their personal bills and appointments as well as maintaining and excelling in my job duties in Accounts Receivables, Accounts Payable and Payroll

Skills

- Accounts Payable
- Accounts Receivable
- Payroll
- Pricing
- Construction Estimating
- Account Reconciliation
- Journal Entries
- Bank Reconciliation
- General Ledger Accounting
- General Ledger Reconciliation
- Data Entry
- Adelpo Software, I-Synergy Software, AS400, Real Word Accounting, Quickbooks, Microsoft, Word & Excel Proficient, Emails, World Wide Web
- Microsoft Outlook