

# **PATRICIA GALE**

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420 W. Windsor Rd. Apt25, Glendale CA 91204  
Cell: (310) 845-5342 Email: patricia.bocobo@yahoo.com

## **Summary**

Self-motivated Accounts Payable Specialist known for accuracy and committed to ensure all invoices are paid on time. Adept at vendor management and thrives in challenging, fast-paced environments. Able to prioritize projects and work independently, while maintaining strong working relationships with vendors, coworkers and supervisors. Proficient in Microsoft Word, Excel and Outlook.

## **Skills**

- Payment processing
- Vendor management
- Detail-oriented
- Effective time management
- Customer service
- Strong communication skills
- Administrative support
- Problem solver
- Quick learner

## **Experience**

### **Accounts Payable Specialist**

#### **Bragg Investments Co Inc., Long Beach, CA**

November 2018 – July 2019

- Processed accurately up to 200-300 invoices weekly
- Coded invoices with the correct GL accounts
- Set up new vendors and maintained 300+ vendor files (including W9 files), and responded to vendor payment inquiries
- Reconciled vendor statements
- Researched and corrected invoice discrepancies
- Prepared monthly check run with 300+ checks averaging to \$2 million total
- Processed purchase orders, credit memos and payment transactions
- Organize accounts payable files by making copies of checks and filing paid invoices
- Provided administrative support for the department as well as to the supervisor

### **Accounts Payable Specialist**

#### **Equitable Portfolio Corporation, Los Angeles, CA**

May 2016 – November 2018

- Ensure invoices/check requests were processed in a timely manner and process past due invoices
- Maintain files and documentation thoroughly and accurately, in accordance with company policy and accepted accounting practices
- Preparation of expense reports by auditing and processing credit card bills
- Monitor tenants with triple net leases for CAM pro-rata share
- Maintained vendor list procuring insurance certificates and W-9 forms
- Sort and disseminate incoming mails
- Established and maintained vendor relationships
- Assist with other administrative tasks as needed

## **Office Clerk**

### **Social Security System - General Accounting Department, Quezon City, Philippines**

October 2015 - December 2015

- Perform general office duties such as, encoding/recording of accounting files, sorting documents and filing official records
- Assist accountant in auditing and recording accounting data
- Review and check vouchers to ensure accuracy to establish accounting procedures

## **Education**

### **Bachelor of Science and Entrepreneurship**

San Beda University – Manila Philippines, 2011 – 2015