

Angela Wu

QA Analyst

Chicago, IL

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(773) 888-0896

#readytowork

Authorized to work in the US for any employer

Work Experience

Jr. QA Analyst

Goby - Chicago, IL

July 2019 to March 2020

- Data validation and management of vendor invoices to streamline invoice processing in AP work flow on the AP cloud based automated software platform
- Reviewed inaccuracies identified by the software and correcting the invoice discrepancies through cross-referencing with original vendor invoices.
- Documented captured errors on the shared Excel spreadsheet for the developer to update code correction
- Processed 1500 invoices monthly in the verification queue

Account Payable Specialist

Ryan Specialty Group - Chicago, IL

April 2018 to June 2019

- Processed 200 invoices weekly and match supplier invoices with corresponding purchase order of goods and services. Routing of invoices in work flow for approval and posting approved invoices for payment.
- Reviewed as an auditor, ensuring that invoices are accurate and follows the audit requirements and accounting procedures for the purchasing and payment of goods and services.
- Provided invoice payment status to vendors, track duplicate payments, and initiate a resolution to all internal and external inquiries in the Zen Desk ticket system.
- Collaborate with procurement analysts to problem solve Purchase Order number issues

Seasonal Tax Preparer, IRS Certified

Ladder Up - Chicago, IL

January 2018 to April 2018

- Prepared tax returns for clients from low to moderate-income individuals and family
- Reviewed, finalized, and assembled completed client returns
- Discussed returns with clients and explain the 1040 and tax implications or liabilities
- Educated clients in accessing the financial resources and tools available

Account Payable Specialist

Great Dane Trailers - Chicago, IL

March 2016 to July 2017

- Processed 300 vendor invoices through Oracle JD Edwards software, credit, debit memos
- Tracked vendor discounts and rebates on the Excel Spreadsheet, monthly check runs
- Audited, submitted project invoices for approval, processed employee expense reports
- Researched vendor information, coded General Ledger accounts on the invoices according to the departments
- Communicated with internal plant location vendor to problem solve purchase order issues with quantity discrepancies on the invoices

Document Reviewer

JP Morgan Chase - Chicago, IL
March 2015 to February 2016

- Researched, compiled client data to verify investment eligibility per bank requirement
- Initiated tickets in the system to update and verify client's information
- Reviewed contracts to ensure information is verified with the documents in the system
- Quality control review on scanned document images

AP - Finance

Groupon - Chicago, IL
July 2013 to December 2014

- Supported the Goods team with account payable functions in reconciled payments, refunds, computed three way match on the merchant's invoices, verified, entered the merchant's invoices in the shared Excel database system
- Researched unpaid invoices in the NetSuite system, exported it in the Excel spreadsheet.
- Communicated to vendors using email, phone on the unpaid invoices for status updates.
- Responded to merchant's inquiries in Zen Desk and provided payment breakdown upon request, explained inventory deficit and fee charges, followed up payment status in the NetSuite system
- Verified legal names and taxpayer identification number to proceed in the deal recommendation in Salesforce
- Informed the merchants and internal operations on information on the tax forms to file corporate and individual taxes

Education

Bachelor of Science in Commerce

DePaul University

Skills

- Technically skilled with the ability to learn new computer programs quickly
- Organized and detailed oriented in multiple projects
- Ability to prioritize tasks, manage work flow and meet deadlines
- Self-motivated to achieve results with team members; articulate communication skills Microsoft Office Suite
- Microsoft Excel
- Zen Desk
- Salesforce

- NetSuite
- J.D Edwards
- SharePoint
- Adobe
- SAP
- HTML
- CSS
- ERP Systems
- Constant Contact

Assessments

Typing — Expert

March 2020

Transcribing text using a standard keyboard.

Full results: <https://share.indeedassessments.com/attempt/1aeb0206ea042345107c0fe2b9d7f575eed53dc074545cb7>

Analyzing Data — Proficient

May 2020

Interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data.

Full results: <https://share.indeedassessments.com/attempt/7f0f90f5ed3c4fd52d76d75fc13fb366eed53dc074545cb7>

Spreadsheets with Microsoft Excel — Highly Proficient

May 2020

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: <https://share.indeedassessments.com/attempt/aac7c1049f3490ad4478ea2e0ff9e016eed53dc074545cb7>

Principles of Accounting — Completed

May 2020

Preparing financial records according to federal policies.

Full results: https://share.indeedassessments.com/share_to_profile/903c59a8ba501439bad641a509810ffaeed53dc074545cb7

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