

Wendy Arevalo

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Work Experience

Account Payable Specialist

The Universal Church - Los Angeles, CA

September 2019 to Present

- Reconciling processed work by verifying entries and comparing system reports to balance.
- Charging expenses to accounts and cost centers by analyzing invoices and expense reports; recording entries.
- Paying vendors by monitoring discounts opportunities; scheduling and preparing checks; resolving purchase orders, contract, invoice and payment discrepancies.
- Paying employees by receiving and verifying expense reports and requests for advances.
- Maintaining accounting ledgers by verifying and posting account transactions.
- Verifying vendor accounts by reconciling monthly statements and related transactions.
- Maintaining historical records by microfilming and filing documents
- Respond to vendors inquiries via email and telephone.
- Providing quality services in a efficient timely matter.

Account Payable clerk/ Human Resources assistant

Secret Charm LLC - Los Angeles, CA

June 2016 to September 2019

- Reconciling processed work by verifying entries and comparing system reports to balance.
- Charging expenses to accounts and cost centers by analyzing invoices and expense reports; recording entries.
- Paying vendors by monitoring discounts opportunities; scheduling and preparing checks; resolving purchase orders, contract, invoice and payment discrepancies.
- Paying employees by receiving and verifying expense reports and requests for advances.
- Maintaining accounting ledgers by verifying and posting account transactions.
- Verifying vendor accounts by reconciling monthly statements and related transactions.
- Maintaining historical records by microfilming and filing documents.
- Welcoming new employees to organization by conducting orientation.
- Providing payroll information by collecting time and attendance records.
- Identifying documents and present employer reporting errors.
- Preparing Audit Reports and reviewing all work for accuracy.
- Preparing correspondence to various individuals, vendors and consultants.
- Conducting on-site and off-site analysis of employer records.

Dispatcher

Grand Heating and Cooling - Los Angeles, CA

March 2015 to June 2016

- Taking incoming customer calls, scheduling and coordinating all service calls.

- Maintaining the dispatch board and schedule, forecasting workload 2-3 days out.
- Maintaining the maintenance agreements, including billing, scheduling and staging of material, database information, customer hard files and renewals.
- Forward list of parts used by technicians to warehouse for truck restock.
- Type Service contract proposals for new customers.
- Comparing service timecards and work orders to service schedule.
- Provided communication as needed.

Dispatcher/Supervisor

Aeroport Services - Los Angeles, CA

September 2013 to February 2015

Taking calls from airlines for requests for employee coverage.

- Scheduling employees shifts to ensure appropriate coverage.
- Substituting as relief person on various shifts when necessary.
- Making sure passengers are being taken to customs in a timely manner.
- Making sure agents are taking lunch and breaks when needed.
- Dealing with all levels of situations, client representatives, employees and the public.
- Checking in/out sheets to insure all employees have logged in times correctly.
- Making recommendations to Account managers regarding personal performance.
- Reporting inquiries and all other incidents to account managers.
- Keeping leads informed of needs and problems in assigned areas, maintain cleanliness of immediate work area and report maintenance needs.

Education

MS in Word, Windows, Access, Outlook

Manual Arts High School - Los Angeles, CA

Skills

- AP
- Accounts Payable (3 years)
- Quickbooks (3 years)
- Invoice (1 year)
- Sage

Certifications and Licenses

pay roll

March 2019 to Present

Driver's License

Assessments

Filing & Organization — Proficient

August 2019

Arranging and managing information or materials using a set of rules.

Full results: https://share.indeedassessments.com/share_to_profile/99019c17a00e6d97b50347214a0ff1feed53dc074545cb7

Customer Focus & Orientation — Proficient

June 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/b68a92e16192d459c97861c9680be9e7eed53dc074545cb7

Accounting Skills: Bookkeeping — Proficient

May 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/4b44f9f166a98f6918af2e4c3fd21765eed53dc074545cb7

Administrative Assistant — Familiar

October 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: https://share.indeedassessments.com/share_to_profile/b395ebf3a6bec84dade6ac8b69f894feed53dc074545cb7

Customer Focus & Orientation — Proficient

January 2020

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/2e3330c2f0babc53406c74031c9d4ea9eed53dc074545cb7

Customer Focus & Orientation — Proficient

January 2020

Responding to customer situations with sensitivity.

Full results: <https://share.indeedassessments.com/attempts/821e532f42ec3b73f2375a275d1a93eceed53dc074545cb7>

Accounting Assistant — Proficient

October 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_to_profile/dab236e92786350fd9b5cc4778a32bd7eed53dc074545cb7

Work Style: Reliability — Completed

April 2020

Tendency to be dependable and come to work.

Full results: https://share.indeedassessments.com/share_to_profile/f58753bc98f948980a12660e1cb02af3eed53dc074545cb7

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