

Lauren Chen

Diamond Bar, CA 91765

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Seeking a position in the business field where excellent analytical and technical skills can be utilized to improve the company's profitability

Authorized to work in the US for any employer

Work Experience

Merchandising Coordinator

Sysco, Los Angeles - Walnut, CA

June 2019 to March 2020

- Supported the Merchandising department as the backup to the buyer and product specialist positions
- Placed purchase orders with vendors while effectively managing inventory levels
- Analyzed usage trends and seasonal forecasts
- Expedited orders as necessary to meet demand
- Managed over 5,000 items stored in warehouse
- Coordinated the introduction of new products to the Sales team
- Sourced multiple items per customer's request
- Tracked rebate programs for the department to boost bottom line

Profit Management Coordinator

Sysco Los Angeles - Walnut, CA

June 2018 to June 2019

- Audited marketing rebate programs and recovered over \$850,000 to help the company's bottom line
- Reviewed all Master Distribution Agreement (MDA) thoroughly to understand each customer's specific contract
- Ensured that any agreement implemented into Sysco's internal system complied with the customer's MDA
- Examined all items that were sold below the net cost
- Performed price audits for internal review and per customer's request
- Compiled reports such as below A/P report, new account report, new items report, multiple deals report, appropriation account report, unclaimed billback report, expiring deals report, and more
- Researched and resolved any collection issues submitted by vendors
- Worked closely with Account Executives and Merchandising Department on discrepancies pertaining to customer pricing

Accounts Payable Clerk (Contract)

Alloy Die Casting Co - Buena Park, CA

January 2018 to May 2018

- Processed 100+ vendor invoices per week and coded them to the appropriate GL accounts
- Implemented new approval procedures of processing A/P invoices

- Compiled A/P aging reports to use for weekly check runs and month-end analysis
- Researched and resolved any past-due payment issues

Education

Extension in Continuation of Accounting

Mt. San Antonio College - Walnut, CA

August 2019 to Present

BA in Business Economics

University of California - Irvine, CA

September 2013 to June 2017

Skills

- Knowledge of GAAP
- Financial documentation & reporting
- Data analysis & processing
- Proficient in Microsoft Office
- Basic communication skills in Chinese
- Organized, proactive & detail-oriented
- Analysis Skills