

Claudine Gonzalgo

Accounts Payable Clerk - Avanti Hospitals LLC

Azusa, CA 91702

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(818) 572-3746

To apply for a full time position as an Accounts Payable Clerk utilizing my knowledge for accounts payable, customer service and administrative assistant skills and experience.

SPECIAL ABILITIES

Bilingual: Fluent in both English and Tagalog (Filipino)

#readytowork

Authorized to work in the US for any employer

Work Experience

Accounts Payable Clerk

Avanti Hospitals LLC - Gardena, CA

April 2017 to Present

- Monthly reconciliation of registry log for 4 hospitals
- Handles PO and Non-PO invoices
- Check, date stamp and verify all vendor invoices.
- Processes vendor invoices, employee reimbursements and rush check requests.
- Codes all invoices with correct GL codes.
- Periodically reconciles vendor statements
- Process weekly checks for the vendors.
- Weekly disbursement report.
- Identifies 1099 vendors
- Assists in the review and process of yearly 1099's
- Files all the documents with coordination.
- Emails and calls to support vendor questions and concerns
- Support the AP supervisor with all the special project and reports.
- Working closely with the purchasing department to fix PO issues.
- Process checks for patient refunds.
- Handles log for nurses/registry.

Reason for leaving: Obtain better opportunity

Concierge

The Hotel Carmel By The Sea - Santa Monica, CA

October 2015 to 2017

- Cash Handling
- Front Desk Admin

- Trainer
- Reservations
- Customer Service

Reason for leaving: Obtain better opportunity

DSC staff

Viatron Systems - Gardena, CA

August 2014 to October 2015

- Scanned important documents such as identification cards, social security and criminal records etc.
- Indexing
- Quality check
- Customer service representative
- Trainer (trained employee's)

Reason for leaving: Relocated

Customer service/Server

Tokyo Teriyaki Corp - Carson, CA

April 2013 to July 2014

- Handled the cash register
- Customer Service
- Took customers orders
- Kitchen duties
- Crew trainer (trained all the new employee's)

Shift leader (acted as a supervisor for every shift; in charged of employee's schedules)

Reason for leaving: Obtain better opportunity/Had to leave the country for a while

Education

Associate in BS Nursing

Far Eastern University - Manila

2009 to 2011

High school diploma in Nursing

La Consolacion College - Manila

Skills

- 50 wpm (4 years)
- Microsoft word (4 years)
- Outlook (2 years)
- Typing (5 years)
- Word (Less than 1 year)
- AP
- Invoice
- Accounts Payable

- Accounts Receivable
- Tagalog
- Purchasing
- Account Reconciliation
- Account Reconciliation
- Office Management
- Purchasing
- Tagalog

Assessments

Spreadsheets with Microsoft Excel — Proficient

March 2020

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

Full results: https://share.indeedassessments.com/share_to_profile/073bd766afca7f110dc47bd4a363ccf0

Principles of Accounting — Familiar

March 2020

Preparing financial records according to federal policies.

Full results: <https://share.indeedassessments.com/attempts/bb753b2d466937e392e5486612ec7859eed53dc074545cb7>

Attention to Detail — Familiar

March 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/384ed001b46218ad3fd03e224fafa9d4eed53dc074545cb7

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Computer skills: Computer savvy (Microsoft word, power point, excel, outlook) Able to type 50 wpm.