

Patrenna Roygee

Accounts Payable

Los Angeles, CA 90062

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#readytowork

Work Experience

SECURITY GUARD

Allied Universal Inc

April 2019 to Present

- Secures premises and personnel by patrolling property.
- Inspecting buildings, equipment, and access points.
- Permitting entry to customers and employees.
- Prevents losses and damage by reporting irregularities.
- Informing violators of policy, procedures and restraining trespassers.

SHUTTLE DISPATCHER

The Parking Spot

June 2011 to March 2017

Monitored GPS navigation system

- Reviewed all driver logs for required maintenance.
- Reconciled coupons and awards certificates.
- Reconciled cashier transaction reports.

ACCOUNTS PAYABLE ANALYST

Genius Products, LLC - Santa Monica, CA

November 2006 to January 2009

Created, and processed purchase orders and credit memos.

- Audited expense reports and shipping record.
- Reconcile vendor statements.
- Assisted with preparation of 1099 forms.
- Processed weekly wire payments and check runs
- Three-way matching, batching and coding invoices to the sub ledger
- Prepared month end and quarter end accruals.
- Posted to the general ledger.

ACCOUNTS PAYABLE CLERK

Ajilon Temporary Agency - Los Angeles, CA

January 2006 to November 2006

Matching, batching and coding invoices.

- Processed wire payments, stop payments and daily/weekly check runs.
- Reconcile expense and credit card statements.

- Prepared monthly and quarterly accrual reports.
- Resolved all payment discrepancies.

ACCOUNTS PAYABLE BOOKKEEPER

R & B Realty Group - Los Angeles, CA
December 1994 to September 2005

Maintained accurate payments and refunds.

- Processed up to five thousand invoices weekly.
- Prepared and processed daily and weekly check runs.
- Batching and coding invoices.
- Prepared and processed wire payments, stop payments and ACH reports.
- Audited expense reports and credit cards statements.
- Maintained new vendor records and W9 forms.
- Reconcile vendor statements.

Education

Associate in Medical Coding & Billing Specialist

Santa Barbara City College - Santa Barbara, CA
August 2010 to Present

Associate in Accounting

The Training Institute - Los Angeles, CA

Skills

- Security
- Microsoft Word
- Customer Service
- Excel
- Organizational Skills
- Time Management
- Typing
- Guest Services
- Public Relations

Certifications and Licenses

Security Guard

Additional Information

SKILLS

- Proficient knowledge with Microsoft Office Suite, Great Plains, Oracle and SAP.
- Knowledge in medical terminology, ICD-9 & 10-CM. CPT Procedural Coding.
- Accounts reconciliation
- Typing 40 words per minute/10,000 keystrokes per hour
- Excellent customer service