

Te'leashia Allen

Compton, CA

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310.367.8390

Authorized to work in the US for any employer

Work Experience

AP Specialist

Ranstand

October 2019 to October 2019

I am writing in response to a position in your company for a position in the Finance Department/ Customer Service I have 20 plus dependable years in the Accounts Payable field. In the Accounts Payable field, I have worked various industries including a trucking company, a hospital, retail clothing manufacture and most recently at a national Auto Parts Retailer.

I also possess a wide range of skills that are quite useful in my position. I am well versed in several different computer programs. Some examples of programs that I am quite comfortable using include Microsoft Office, AS400, Concur, Lawson and Excel

In conclusion, I look forward to hearing back from you and learning more about the job that your organization offers. I researched your company and liked the fact that all of your current board members started with the organization as basic employees. I feel that my level of professionalism and attention to detail will come in very handy to the continued success of your company. I also think that our work ethics will align nicely and will ultimately result in even greater efficiency within your department.

Sincerely,

Lisa Allen

Consultant

TAP Worldwide LLC

March 2018 to September 2018

Accounts Payable Lead/ Specialist

Full Cycle

February 2003 to December 2017

high volume AP for 91 US stores and 7 Canadian stores

- ❖ Manually posting 400+ invoices on a daily basis
- ❖ Processing invoices in an accurate and timely manner
- ❖ Assisting with the maintenance of AP vendor files
- ❖ Processing a check run register and Generating check runs twice a week
- ❖ Verify GL Coding and Manager approvals
- ❖ Processing emergency check runs for VP's and the Corp personnel
- ❖ Processing expense reports for US and Canadian Salesmen and other personnel
- ❖ Processing utility bills online for the Canadian Stores

- ❖ Processing taxes and medical bills for all Canadian employees
- ❖ Reconciling accounts as a liaison with the warehouse locations and vendors
- ❖ 3 way matching (Purchase Order, Billing and Invoice)
- ❖ Back up support in the absence of other AP Personnel
- ❖ Training new employees
- ❖ Process reimbursement to customer
- ❖ Processing freight claims
- ❖ Temp Employee Payroll
- ❖ Process Employee Badges
- ❖ Enrolling Temp Employee to Permanent Employee
- ❖ Product and Supply orders
- ❖ Processing invoices for AP payment

Education

High school diploma in General Studies

Manuel Dominguez High School - Compton, CA

Skills

- Account Reconciliation
- Accounts Payable
- Accounting