

Rafael San Martin

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To develop a long-term relationship with an organization that will utilize specialized talents to make me an integral member of the team. More importantly, I would love to work with an organization that would grant me opportunities that will lead to longitudinal success.

Authorized to work in the US for any employer

Work Experience

Account Payable Specialist Performance Team

financial analyst, and accountants - El Segundo, CA

March 2018 to Present

CA

- Codes financial documents (invoices, vouchers, expense reports, check requests & etc.) with correct codes conforming to the company's standard procedures to ensure proper entry into the financial system
- Prepares financial ledgers for check runs, wire, and ACH transactions
- Controlled the distribution of task to building managers, financial analyst, and accountants
- Provided data entry services
- Provided optimal customer service with vendors and provided clarification to any operational misunderstandings
- Responsible for processing the company's invoices for containers, drayage, and other operational functions
- Performed routine auditory services for over 20 operational sites
- Identifying areas of weakness
- Collaborated with my supervisors to identify alternative methodologies to minimize errors

Billing Coordinator

Advantage Solutions - El Segundo, CA

2015 to 2018

- Reduced Accounts Payable turnaround time by 45 days
- Capture and reconcile all third-party expenses including product purchases, creative, production and fulfillment expenses for submission for payment to finance department
- Save company the organization revenue in fraudulent billing
- Identifying risk factors
- Complete invoice requests and approvals within approved service level agreements.
- Help create system to require all-third-party agencies to have billings submitted within a 14 business day period
- Maintained a strong relationship with external vendors (Albertson, Walmart, Kroger, Keurig, & Meijer)

Account Representative Omega Leads, Inc - Santa Monica, CA

2014 to 2014

- Processed customer orders and requests for quotes with Tesla.
- Saved materials cost
- Provided production and shipping with order details by processing and maintaining orders
- Keep customers abreast of delivery status and effectively communicate any production issues

Sample Coordinator Skechers Corporate

Macy's and Sears - Manhattan Beach, CA

2009 to 2012

CA

- Coordinated large accounts (JC Penny, Macy's and Sears) and ordered 50-100 shoe samples from factory for national accounts
- Fulfilled samples / high-volume requests by sales reps, vendors and other departments
- Received orders and sample logs from Regional Sales Team Members, input and tracked orders

Electronic Assembler Empower RF Systems, Inc - Inglewood, CA

2008 to 2009

- Assembled and conformed 20-50 coated PCB boards, modules and amplifiers for QA testing.
- Prepared 10-25 kits for production team for radio frequency amplifiers.
- Provided materials needed for production including capacitors, resistors, and transistors.
- Organized and maintained materials in numerical product order.

Operating Systems:

- LINUX (Less than 1 year), MS OFFICE (10+ years)
- SAP (Less than 1 year)
- MAS500
- Proficient in MS Office Suite
- Linux, Filmmaker
- SAP
- MAS500
- Oracle NetSuite
- Pts

Education

Associate

New Horizons Computer Learning Center - Culver City, CA

Skills

- Netsuite
- Oracle
- Linux
- Ms office
- Sap
- Bilingual
- Excel