

Gloria Briones

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Seeking a full time position where growth and development within a company is equitable.

#readytowork

Authorized to work in the US for any employer

Work Experience

Accounts payable associate

Avalon Transportation - Culver City, CA

February 2019 to Present

Code and process accounts payable invoices for seven offices according to company wide policy and procedures. Prepare weekly check run for management approval. Prepare monthly accruals and reconcile vendor statements using MAS90/Sage accounting software. Manage multiple vehicle/fleet expenses, including fuel statements, lease financing, registration and licensing fees for all applicable cities in accordance with government and contract terms. Reconcile credit card activity on a weekly basis in order to maintain credit terms and availability. Review and process management expense reports and travel

Accounts payable

Kriser's Natural Pet - Santa Monica, CA

June 2017 to July 2018

Code and process accounts payable invoices for locations in San Antonio, Texas by verifying entries from Bill.com and Netsuite. Charge expenses by analyzing invoices, purchase orders and packing slips. Resolve purchase order/ invoice or payment discrepancies by insuring credit is received for outstanding orders. Organize and pay vendors on timed schedule while maintaining professional relationships with vendors and stores employees.

Server/Bartender

California Pizza Kitchen

2013 to 2017

Greeted guests and informed on new/seasonal menu items as well as recommended popular food/ beverage pairings. Mixed and served alcoholic beverages. Maintained thorough knowledge on all bar promotions and prices. Enter guest orders using POS system. Fully stocked and clean bar/stock room. Conducted weekly alcohol inventory. Counted and balanced cash drawer.

Education

High school or equivalent in Business

College of the Canyons

2013 to 2015

Redondo Union High School

2011 to 2013

Hawthorne Math and Science Academy

2009 to 2011

Skills

- Accounts Payable
- Invoice
- Excel
- Microsoft Word
- Microsoft Outlook
- Sage

Certifications and Licenses

Food Handler