***Cleopatra Ferrer***

***Cell # 323-428-3517***

***m2c2gf@yahoo.com***

***EXPERIENCES:***

***05/16 to 08/19 Providence St. Joseph Medical Center – Burbank, CA.***

***Purchasing Assistant***

* *Process products returns for all ministries*
* *Working on AP252*
* *Managed once a month explant credits*
* *Order Confirmation*
* *Special Projects by helping other ministries*
* *Helping on Open Orders*
* *Helping on OREC mailbox invoice auditing*
* *Communicate with end-users, buyers, and warehouse*

*people in regards to returns and receiving*

* *Answering incoming calls*
* *Ordering office supplies*
* *Receive and unreceive of goods in the system (data entry)*

***02/14 to 05/16 Providence/Facey Medical Foundation – Mission Hills, CA***

***Accounts Payable Specialist***

* *Send check with proper documentation to requested destination.*
* *Verify accuracy of vendor maintenance and vendor history.*
* *Review and research vendor statements for past due invoices.*
* *Assist Accounts Payable Supervisor and Accounting Department with special projects.*
* *Scanning all invoices and supporting documentation for assigned entities.*
* *Review and match checks to corresponding documentation.*
* *Respond to inquiries from all levels of authority and vendors in a courteous, timely and professional manner.*
* *Anticipate problems, which may arise with vendor accounts and resolve them quickly and accurately.*
* *Works on special projects as deemed necessary by A/P Supervisor, Accounting Supervisor, or Controller.*

***07/08 to 10/13 The Saban Free Clinic, a nonprofit organization – Los Angeles, CA***

***Staff Accountant/Accounts Payable***

* *Managed to do the full cycle of accounts payable, from auditing, matching, processing invoices for payment to check printing and compiling.*
* *Send invoices to department managers for payment approval.*
* *Reconcile credit card statement for payment processing.*
* *Processed expense report.*
* *Print treasury report for ACH payment processing.*
* *Upload checks to the bank.*
* *Desktop deposit.*
* *Credit card processing through authorized.net.*
* *Prepared and entered journal entries for prepaid accounts, recurring entries, miscoded transactions, and due to/from account.*
* *Prepared 1099s.*
* *Experienced with month-end closing.*

***01/98 to 03/08 Mann Brothers Paint, Inc., a manufacturing company – Los Angeles, CA***

***Senior Accounting Clerk, A/P Specialist***

* *Assistant to accounting manager.*
* *Employee management.*
* *Handled all aspects of accounts payable, from processing invoices for payments to check printing and compiling.*
* *Matched and audited invoices through purchase order and receiver.*
* *Processed expense reports.*
* *Audited daily cash sales.*
* *Prepared deposits.*
* *Prepared monthly accruals and journal entries.*
* *Balanced monthly invoices from parent company.*
* *Assisted with month-end closing.*
* *Prepared 1099s.*
* *Cash application.*

***SKILLS: MS word, MS Excel, MAS 90, Manufacturing Software, Pick Software, Manfact, Great Plains, MIP, JD Edwards, Lawson and Quickbooks***

***EDUCATION: SIENNA COLLEGE, PHILIPPINES***

***B.S.B.A. – MAJOR IN BUSINESS MANAGEMENT***

***MINOR IN ACCOUNTING – 1 TO 4***

***REFERENCES: JAMES CORWIN – CFO – PROVIDENCE GREATER L.A. AREA***

***818-837-5710***

***GEE VIKORN – A/P SUPERVISOR – FACEY MEDICAL FOUNDATION***

***818-837-5614***

***TIM HERNANDEZ – PURCHASING MGR. – PROVIDENCE HEALTH & SERVICES***

***661-993-2561***