**ILUMINADA AQUINO**

133 S Chevy Chase Drive #104

Glendale, Ca 91205

Cell: [(818) 919-3618](tel:(818)%20919-3618)

Email: [lluminar@yahoo.com](javascript:return)

**SUMMARY OF QUALIFICATIONS**: PC proficient: Microsoft Word, Excel, AS 400, Lawson, PeopleSoft, Outlook and Internet savvy. Self-disciplined, highly organized and pays meticulous attention to detail. Prioritizes well, uses strong time management skills to meet objectives and a solid work ethic. A team player, highly customer service driven and extremely loyal.

**EXPERIENCE**

**USC VERDUGO HILLS HOSPITAL, Los Angeles, CA. 09/19-Present**

**Accounts Payable Specialist**

**Processing invoices as necessary using AS400 and MedSeries system, apply credits, matching, scanning and filing. Running weekly check run, including ACH transfers and invoice interfaced from EDI report.**

**GOOD SAMARITAN HOSPITAL**, Los Angeles, CA

Accounts Payable Coordinator                             04/11 – 11/18

Reconcile processed work by verifying entries and comparing system reports to balances. Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries. Pay vendors by monitoring discount opportunities; and prepare checks; resolve purchase order, contract, invoices or payment discrepancies and documentation; insuring credit is received for outstanding memos; issue stop-payments or purchase order amendments. Pay employees by receiving and verifying expense reports and requests for advances and prepare checks.Provide excellent customer service with vendors and co-workers and receive all calls pertaining to inquiries.

**INTERCONTINENTAL HOTELS GROUP**, Los Angeles, CA

Administrative Assistant/Accounts Payable         06/10 – 09/10

Assisted engineering department in administrative functions and prepared monthly accruals report to be submitted to accounting department. (Temporary)

**VERDUGO HILLS HOSPITAL**, Glendale, CA

Accounts Payable Specialist                        10/03 – 09/09

Processed vendor invoices in a timely manner. Reviewed vendor statements, reconciled and resolved variances and discrepancies from invoices. Analyzed and assisted with processing employee expense reports after verifying appropriate backup(s), signatures, correct cost center and expense account numbers used.  Respond to vendor inquiries.Maintained an excellent customer service with vendors and co-workers.

**PLEASANT CARE CORP**, La Canada, CA

Accounts Payable Coordinator                                10/01 – 10/02

Managed and monitored company’s accounts payable, processed aging report and ensured timely payment to all vendors on a monthly basis.  Performed other duties as required.

**EDUCATION**:

University of the East, Manila, Philippines, B. S. Business Administration- Accounting- 03/1981