

Stefani Krautstrunk

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Work Experience

SilverRock Warranty

Accounts Payable Specialist

February 2018 - May 2018

- Processed company invoices in a timely manner with minimal errors
- Processed customer and vendor payments via ACH and check
- Worked closely with accounting team and managers to process company invoices
- Managed Enterprise and FedEx accounts to ensure timely payments
- Assisted accounts payable team whenever necessary

Accounts Payable Coordinator

June 2017 - February 2018

- Process invoices with minimal errors and exceptional speed
- Navigate multiple software windows such as Outlook, After Sale Repair and CLASS
- Research and resolve any invoice inquiries
- Perform any given project or side job with minimal help
- Maintain relationships with vendors and respond to any inquiries in a timely manner
- Provide excellent customer service to all vendors and customers

Watson and Dwyer

Contracted File Clerk

January 2017 - May 2017

- In partnership with Fragomen, Del Rey, Bernsen & Loewy law firm
- Contracted help for the H-1B Capgemini project to meet government deadlines for the H-1B Visa
- Initiated and updated records in Lotus Notes database of foreign nationals for legal reviewers
- Prepared about 350 petitions for legal review for the duration of the project

Humanitarian Service Project

Grant Writing Intern

January 2016 – April 2016

- Researched over 150 new grants using Grant Station
- Drafted letters of intent and online applications

Education

University of Arizona

April 2018 - Present

Coding Bootcamp - Full Stack Flex Program

Northern Illinois University

August 2014 – December 2016

Major: English, Professional Writing, Minor: Communications

NIU at Oxford Study Abroad Program

May 2015-August 2015

Extracurricular

Alpha Phi Omega | ETA Chapter

Member

Spring 2015 – December 2016

Neo Advisor

Fall 2015

United by Diversity

Treasurer

Fall 2015 – Spring 2016

Huskie Alternative Break

Co-site Leader

Fall 2015

- Planned and organized a weekend service trip to Chicago, and supervised 12 participants