

Work Experience:

Accounts Payable Clerk

J&J Snack Foods Corp

Mar 2023- Present

- Verify invoice, purchase order, and receipt accuracy to ensure precise payables.
- Maintain meticulously organized and accurate account files.
- Review RNV Report to promptly identify and address any overdue invoices.
- Perform efficient data entry for invoices across multiple locations.
- Review and process invoices, ensuring correct G/L charge coding.
- Conduct thorough research on open payable balances by vendor and deliver comprehensive status reports.

Lead Installation Technician

TJSC Technologies

Jul 2021- Mar 2023

- Organized, documented, and expedited the shipment of sensitive information.
- Troubleshoot and resolved project-related issues promptly.
- Scheduled and coordinated appointments for multiple businesses on a weekly basis.
- Ensured the availability of necessary materials and equipment for successful project completion.
- Collaborated with business leadership to determine project scope, objectives, and approach.
- Deployed Point of Sale Systems (Sky-TCX registers), PC Desktops (WIN 10), and back-of-house servers (HP Proliant and Dell PowerEdge).
- Tested and troubleshooted deployed equipment to ensure optimal performance.
- Ensured completion and presentation of all deliverables required by clients.
- Provided effective leadership to a team of up to 3 technicians in the installation of hardware systems.
- Followed up on tech support for other locations.

Installation Technician

TJSC Technologies

Apr 2021- Jul 2021

- Supported the Lead Technician in efficiently onboarding Point of Sale systems.
- Resolved operating system errors for Point-of-Sale systems, ensuring seamless functionality.
- Installed additional hardware for workstations to enhance operational efficiency.

Electronic Data Interchange Coordinator Unique Industries

Mar 2019- Apr 2020

- Leveraged JD Edwards software to develop and maintain comprehensive EDI document translation maps.
- Implemented advanced troubleshooting techniques to swiftly resolve complex problems with customer orders, invoices, and advanced shipping notices.
- Collaborated with new and existing trading partners to streamline the error-free flow of data.
- Actively contributed to the development and implementation of new E-commerce business initiatives, including the creation and testing of new documents, procedures, and operational methods.
- Assumed responsibility for EDI document testing with third-party vendors contracted by our customers.
- Ensured timely and accurate processing of all EDI transactions through close collaboration with internal customers.
- Actively participated in the development and implementation of department programs, systems, and procedures.

Accounts Payable Clerk

Unique Industries

Sep 2016- Mar 2019

- Thoroughly compared invoices, purchase orders, and receipts to guarantee the accuracy of payables.
- Maintained highly organized and accurate account files.

- Prepared comprehensive end-of-month reports for executive review.
- Conducted precise data entry for non-merchandise invoices.
- Processed invoices and meticulously ensured proper G/L charge coding.
- Proactively researched open payable balances by vendor and delivered detailed status reports.

Education:

THE ART INSTITUTE OF PHILADELPHIA BACHELOR OF SCIENCE, MEDIA ARTS AND ANIMATION 2008-2012

GOOGLE UX DESIGN CERTIFICATE COURSERA JAN 2023

Skills:

Professional Phone Skills. 2D Graphics. Collaborative. Problem Solving. Data Collection. Sketching. Adobe XD. Figma. Adobe Photoshop. Adobe Illustrator. User Experience Design (UED). Organization Skills.