

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Accounts Payable Analyst at Piedmont Advisory Group (2.7 Years)
- Accounts Payable Specialist at Carolina Legal Operations (1.4 Years)
- Finance Operations Assistant at Queen City Business Services (9 Months)

Queen City Business Services 📅 September 2021 - June 2022 📍 Concord, NC

- Provided supervised finance operations support across invoice records, expense documentation, supplier information, Microsoft 365, and ERP workflows. Developed dependable habits around accuracy, organization, prioritization, and service. Learned to identify incomplete requests early, resolve routine issues, and maintain files that supported efficient **accounts payable** delivery.
- Entered invoice and expense details into ERP workflows after checking authorization and supporting documents.
 - Matched **purchase ledger** coding with transaction records, reducing avoidable corrections during review.
 - Assisted **payment run preparation** by organizing approved items and confirming supplier account details.
 - Reconciled **supplier records** and **Direct Debit** information, escalating differences for senior review.
 - Monitored shared AP communications and routed requests according to urgency, ownership, and process.
 - Used **Microsoft 365** files to maintain organized documentation for audits, reviews, and follow up.

PROJECTS

Supplier Record Improvement 📅 2024

Reviewed recurring supplier maintenance issues and organized clearer intake notes, approval checks, and record updates. Work supported cleaner account information and smoother invoice handling.

Expense Review Workflow 📅 2023

Mapped common travel expense exceptions and created practical review steps for authorization, coding, documentation, and escalation. Work helped keep routine processing consistent.

LEADERSHIP & AWARDS

- Recognized by finance leadership for dependable invoice review and accurate supplier account maintenance.
- Selected as a trusted resource for resolving recurring payment and purchase ledger discrepancies.
- Received positive stakeholder feedback for clear communication during time sensitive payment preparation.

EDUCATION

Bachelor of Science in Accounting

University of North Carolina at Charlotte 🎓 GPA: 3.5 📅 2021 📍 Charlotte, NC

Coursework: Financial Accounting, Managerial Accounting, Auditing, Accounting Information Systems

CERTIFICATIONS

- Microsoft Office Specialist: Excel Associate 📅 2023
- Microsoft 365 Certified: Fundamentals 📅 2024

TECHNICAL SKILLS

- **Invoice Processing:** Invoice review, Invoice coding, Invoice authorization
- **Accounts Payable Controls:** AP controls, Approval checks, Exception review
- **Expense Management:** Travel expenses, Expense authorization, Expense documentation
- **Ledger Accounting:** Purchase ledger, Account coding, Transaction records
- **Payment Operations:** Payment runs, Payment preparation, Payment review
- **Supplier Accounting:** Supplier reconciliation, Direct Debit, Supplier balances
- **Supplier Master Data:** Supplier records, New supplier accounts, Account maintenance
- **Microsoft Applications:** Microsoft 365, Excel, Outlook
- **ERP Systems:** ERP systems, Oracle Fusion, SAP
- **Accounts Payable Platforms:** Elite 3E, Basware, Emburse

- **Workday Systems:** Workday, Financial workflows, Record management
- **Process Improvement:** Workflow review, Issue escalation, Process documentation

PROFESSIONAL AFFILIATIONS

- Member, Institute of Management Accountants, Charlotte area professional community.
- Participant, local accounting and finance networking events focused on practical operations.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST