



## SKILLS

Advanced Excel Skills



Invoice Processing



Vendor Management



Reconciliation Skills



Financial Reporting



## INTERESTS

Astronomy

Surfing

Martial Arts

Community Service

## STRENGTHS

Originality

Empathy

Patience

Perseverance

## LANGUAGES



English  
80%



German  
80%



Mandarin  
80%

## ACHIEVEMENTS

Reduced invoice processing time by 30% through streamlined workflows.

Achieved 100% compliance in vendor tax documentation for 5 consecutive years.

# MIA TAYLOR

## Accounts Payable Associate

support@qwikresume.com

(123) 456 7899

Los Angeles

www.qwikresume.com

## PROFESSIONAL SUMMARY

Detail-oriented Accounts Payable Associate with 10 years of experience in managing vendor relationships, processing invoices, and ensuring compliance with financial regulations. Proven track record of improving payment processes and accuracy.

## WORK EXPERIENCE

### Collections/Accounts Payable Associate

Dec / 2018 - Ongoing

Seaside Innovations

Santa Monica, CA

1. Managed payments for over 500 vendor accounts, ensuring timely and accurate transactions.
2. Oversaw major accounts including hotels and office supplies, maintaining strong vendor relationships.
3. Reconciled accounts weekly to ensure timely remittance and proper application of payments.
4. Responded to vendor inquiries regarding payments and statements, enhancing communication and trust.
5. Implemented an expense policy that improved budget control and reduced unnecessary spending.
6. Collected tax information for new vendors and updated 1099 forms for compliance.
7. Monitored monthly expenses to track unpaid invoices and ensure proper authorization.

### Accounts Payable Associate

Dec / 2014 - Dec / 2018

Cactus Creek Solutions

Phoenix, AZ

1. Executed daily accounts payable processes, ensuring accurate processing of invoices and payments.
2. Maintained compliance with corporate accounting standards and addressed vendor issues promptly.
3. Processed up to 15,000 invoices monthly, managing a budget of \$1M for a multi-site organization.
4. Reviewed and closed accounts payable fixed assets monthly, resolving discrepancies efficiently.
5. Facilitated internal and external audits through meticulous recordkeeping and documentation.

## EDUCATION

### Bachelor of Science in Accounting

Dec / 2011 - Dec / 2014

University of Illinois

Portland, OR

Comprehensive study of accounting principles, financial reporting, and tax regulations.