

MARY JONES
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A highly experienced office support professional with outstanding skills in accounts payable and receivable, general ledger, and correspondence. Typing: 4,500 key strokes per hour; Ten-key: 10,000 key strokes per hour; operate heavy phone, fax, FedEx and UPS packaging, and photocopy machine; software: ADP Accounting, SB Client and MS Office.

EXPERIENCE

Valley Metal Supply Company, Los Angeles, California 2003-Present

Accounts Payable Representative

Post up to 90 invoices per day in ADP accounting software for a privately held distributor of copper, aluminum, steel and brass sheets and bars sold to contractors, construction companies, resellers, government agencies, architects and the general public through five warehouse centers.

- Initially began as a Receptionist and progressed through a series of promotions to Scanning Operator and Accounts Payable Representative.
- Posted up to 200 checks into the company’s ADP system and SB Client software.
- Process deposits for daily transit to the bank.
- Print accounts payable and receivable reports for senior management.
- Reconcile checks and payments against statements prior to bank deposits.
- Process all incoming mail to the Accounting Department.
- Prepare outgoing FedEx mailings each evening.
- Covered for other accounting personnel who were on vacation or absent by printing invoices and downloading customer statements.
- As Receptionist, processed more than 250 calls per day.
- Scan and index 300-350 invoices per day.
- Process test report certificates.

Dr. ABC, Chiropractor, Torrance, California (temporary assignment) 2002-2003

Receptionist – General Office Work

Southern Staffing, Inc., Los Angeles, California (temporary assignments) 2001-2002

Clerical – Word Processing and Data Entry

Pioneer Health Group, Hawthorne, California 1999-2001

Data Entry Clerk

Entered claims into the imaging system after reviewing critical data fields and designating claims types to assure payment accuracy for a major healthcare insurance company.

- Performed initial reviews of all pertinent coding and billed amount prior to data entry.
- Maintained daily production, ensuring timely processing and quality customer service.

Huntington, Inc., Los Angeles, California

1995-1999

Store Manager

Managed daily operations for a check cashing business with ten tellers. Set up cash drawers and oversaw promotional activities. Prepared bank deposits for eight locations. Received and distributed cash via armored transport for distribution for up to 150 customers per day. Balanced six cash drawers each day prior to closing.

EDUCATION

North High School, Torrance, California

Academic Program

Bilingual: Spanish and English