CONNECTIONS
PERSONNEL

Resume of Applicant #201295

Analytical and results-driven Accounts Payable professional with 10+ years of experience managing full-cycle AP, vendor management, and financial operations in high-volume environments. Proven expertise in streamlining AP workflows, coordinating across purchasing, requisition, and receiving teams, and ensuring timely, accurate vendor payments. Recognized for process improvement, audit readiness, compliance, and the ability to train and mentor internal and outsourced teams across multiple ERP systems.

CORE SKILLS & TECHNICAL EXPERTISE

Full-Cycle Accounts Payable & Vendor Management; PO & Non-PO Invoice Processing; Purchase Requisitions, PO Creation & Blanket Orders; Month-End / Year-End Close, Accruals & Reconciliations; Cross-Functional Collaboration (AP, Purchasing, Requisition, Receiving); Process Improvement & Workflow Optimization; Staff Training & Offshore/Outsourced Team Support; Audit Support, Internal Controls & Compliance; Systems: SAP, PeopleSoft, Oracle, AS400, Concur, ADP; Tools: Microsoft Excel, Word, Outlook

PROFESSIONAL EXPERIENCE

Zeus Industrial Products – Branchburg, NJ
Lead Accounts Payable Coordinator **2021 – 2026**

- Led full-cycle Accounts Payable operations, processing ***1,500–1,750+ invoices monthly*** (PO and non-PO) via check and ACH.
- Managed weekly check runs and bi-weekly ACH payments, ensuring accuracy, compliance, and on-time vendor settlement.
- Produced audit and management reports supporting internal controls and financial decision-making.
- Reconcile vendor statements, resolved discrepancies, and managed credits to maintain strong vendor relationships.
- Supported month-end and year-end close activities, including accruals and reconciliations, reducing vendor hold times and improving financial accuracy.

Cross Departmental & Purchasing Support

- Partnered with Purchasing to review POs for pricing, quantities, and contract terms.
- Collaborated with Requisition teams to create purchase requests, issue new POs, and manage blanket orders.
- Worked closely with Receiving to validate goods and services, enabling timely invoice processing.
- Monitored invoice aging and resolved pricing or quantity discrepancies.
- Led process improvement initiatives to streamline AP, purchasing, requisition, and receiving workflows.

Training & Development

- Trained and onboarded new AP staff and outsourced teams on full-cycle AP, reconciliations, and system workflows.
- Developed SOPs and onboarding documentation to ensure consistency, compliance, and efficiency.

Summit Medical Group / CityMD (Protiviti Inc.) – New Providence, NJ
Accounts Payable Administrator **2020 – 2022**

- Managed vendor statement billing and credit files with timely monthly reconciliations.
- Supported fiscal month-end and year-end close, minimizing vendor holds.
- Reviewed, coded, and obtained approvals for PO and non-PO invoices.
- Participated in vendor meetings to resolve variances and recover debit balances.

- Assisted with audits and contributed to automation and process improvement initiatives.
- Trained incoming staff and supported ad hoc AP projects.

Covance Inc. – Princeton, NJ
Vendor Management Analyst **2019 – 2020**

- Managed purchase requisitions, invoice reconciliations, and contract renewals.
- Ensured alignment between contract terms, payment schedules, and ERP requisitions.
- Served as liaison between Finance, Procurement, and vendors to resolve escalations.
- Improved vendor onboarding and management processes.

Accounts Payable / Finance Analyst **2018 – 2019**

- Supported global AP and purchasing operations for offshore teams.
- Developed and maintained SOPs to ensure compliance and reduce rework.
- Trained staff on PeopleSoft for case completion and escalation tracking.
- Performed bank reconciliations and processed vendor refunds.

L'Oréal USA – Monmouth Junction, NJ
Accounts Payable Administrator **2012 – 2018**

- Managed full-cycle AP in a high-volume, corporate environment.
- Oversaw major vendor accounts, statement reconciliations, and cash reporting.
- Coordinated with Receiving to confirm goods and services for accurate invoice processing.
- Supported month-end and year-end close, accruals, and account reconciliations.
- Trained new AP team members and created onboarding documentation.

EDUCATION

DeVry University
Bachelor of Business Administration – Global Supply Chain Management *(Expected 08/2028)*

Stackable Credential: Business Essentials *(01/2026-07/2026)*