

# OLIVIA CAMPOS

## Accounts Payable Clerk

✉ olcamp123@email.com

☎ (123) 456-7890

📍 Denver, CO

🌐 [LinkedIn](#)

## WORK EXPERIENCE

### Accounts Payable Specialist

#### Barrier Free Living

📅 2018 - current

📍 Denver, CO

- Handled all accounting work necessary to process accounts payable at an increased rate of 13% due to typing speed, organized approach, and time management
- Negotiated contract changes with vendors to save the company \$34k in extra fees and unnecessary services
- Maintained AP vendor database, contacted vendors for Certificate of Insurance, W-9s, and updated records
- Processed check runs 4 times per month, mailed checks upon approval, and filed check stubs with invoices
- Led and trained 3 clerks in accounts management and collaborated with the team for an annual review audit

### Accounts Payable Clerk

#### Vicar Operating

📅 2016 - 2017

📍 Denver, CO

- Matched purchase orders to invoices, and entered invoices into accounting software according to department policies
- Identified 98% of errors and discrepancies, resolving issues before releasing payment by communicating and negotiating with vendors
- Charged expenses to accounts and cost centers by analyzing expense reports and recording entries
- Reconciled accounts receivable and unbilled receivables, and researched and resolved all discrepancies within 2 business days

### Cashier

#### Home Depot

📅 2014 - 2016

📍 Denver, CO

- Operated the cash register, handling all payment types and inspecting merchandise for damages, decreasing returns and exchanges by 11%
- Addressed customer complaints in a positive manner, rectifying 90% of issues without involving a supervisor, and documented all complaints for management review
- Lifted and maneuvered items weighing 55+ pounds to assist customers in retrieving and loading merchandise

## EDUCATION

Associate of Applied Science  
Business

#### Community College of Denver

📅 2012 - 2016

📍 Denver, CO

## SKILLS

- Accounting Software
- Account Creation
- Task-oriented
- Record Management
- Customer Service
- Detail-driven

# Accounts Payable Resume Sample

**S Ashworth**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the name bar.

## **Accounts Payable Resume Sample:**

**The Resume.Com Guide to Writing Unbeatable Resumes** Warren Simons, Rose Curtis, 2003-08-22 The nation's 1 online resume service offers its exclusive advice on how to craft a winning resume The Resume com Guide to Writing Unbeatable Resumes draws upon the author's considerable expertise as well as the vast Resume com database to arm job seekers with Sample resumes for every profession and job category at every level from entry level to executive A comprehensive database of keywords arranged by industry Electronic job hunting advice and strategies with tips on how to make any resume stand out online A detailed Before After resume trouble shooting worksheet Job seekers will also find an exciting added value with this essential text With the purchase of this book they'll be able to receive a free resume consultation with one of Resume com's career consultants How to Write It, Third Edition Sandra E. Lamb, 2011-08-30 Write personal and professional communications with clarity confidence and style How to Write It is the essential resource for eloquent personal and professional self expression Award winning journalist Sandra E Lamb transforms even reluctant scribblers into articulate wordsmiths by providing compelling examples of nearly every type and form of written communication Completely updated and expanded the new third edition offers hundreds of handy word phrase and sentence lists precisely crafted sample paragraphs and professionally designed document layouts How to Write It is a must own for students teachers authors journalists bloggers managers and anyone who doesn't have time to wade through a massive style guide but needs a friendly desk reference Electronic Resume Revolution Joyce Lain Kennedy, Thomas J. Morrow, 1995-10-04 Shows how to put together a resume that will grab the attention of both computer and human readers in today's evolving electronic job search universe Precise American Writing: A Guide for International Students & Professionals, 2nd edition Audrey Zenner, 2018-08-03 This text offers suggestions and examples to guide students toward successful academic writing Initially each chapter presents an explanation for the topic introduced followed by examples practical exercises using the target writing lesson and concluding with a final written sample The chapter topics were selected by consensus of importance by my students Notably students from every corner of the world have contributed to this book Plus diverse fields of study have been taken into consideration such as nursing additional health fields engineering computer science accounting business communications economics and political science just to name more than a few

**Great Resume** Jason Rich, 2000 Great Resume will walk you through the entire resume creation process This book can teach anyone how to add impact to a resume and select the best resume format based on any personal situation You'll learn how to put all of the pieces of a resume together into one powerful and well written document discover how to choose the best possible wording to convey important information learn how to avoid the most common resume creation mistakes and find out about the many tools available that will make the resume creation process easier and less stressful Fully up to date for modern job seekers this book also explores how to tap the power of the Internet Plus you'll discover how to evaluate job

opportunities and evaluate your own goals and objectives to ensure you wind up in a job that's challenging, rewarding and enjoyable     The Professional Resume & Job Search Guide Harold W. Dickhut, 1981     **Writing Effective Resumes** Jeffry Richard McCabe, McCabe, 1993     The Punched Card Machine Accounting and Data Processing Semi-annual, V. 1- , 1952

**The Perfect Resume** Tom Jackson, 1981 Tells how to prepare a resume with samples and special advice for college students and women     **The No-pain Resume Workbook** Hiyaguha Cohen, 1992 Writing a resume doesn't have to be a stressful event This guide contains fill in the blank forms for each component of the resume with much of the wording already provided Writing a resume has never been easier Includes sample resumes and cover letters plus an optional mail in fax in critique and typesetting service Cartoons graphics and quotations throughout     **Résumé Power** Tom Washington, 1996 Based on the idea that a successful job hunt begins with a top quality resume Resume Power offers sound advice about assessing one's skills and experience then tells how to highlight talents and present strengths in a straightforward job getting manner This new edition includes new material on electronic resumes     **Winning Resumes** Robin Ryan, 2002-10-17 A new and improved edition of the ultimate resume guide A career coach and syndicated columnist shows how to use her powerful Goldmining technique to create the most effective resume possible This remarkable technique is a seven step process that brings out all of the candidate's most marketable skills and accomplishments This new edition is updated to offer even better career advice from one of the foremost authorities on job search and hiring practices including all the newest information on the best ways job hunters can use the Internet to their advantage Includes a list of dozens of mistakes to avoid and ways to make the resume stand out as much as possible Also featured are tips from human resources personnel and hiring managers on key mistakes applicants make on their resumes     **Step-by-step Resumes** Evelyn U. Salvador, 2006 A step by step guide to writing an outstanding resume that offers expert tips and practical suggestions for filling in employment gaps using customizable ClipBullets choosing the right keywords and more Includes a CD with resume templates and worksheets     *Office Skills for the 1990s* Charles Francis Barrett, 1992     **Resumes for Computer Professionals** William F. Shanahan, 1983     *Your Resume* Leonard Corwen, 1988 If you've set your sights on a better job with higher pay you need to write a powerful targeted resume and this classic popular guide will show you how It's packed with carefully crafted model resumes proven ways to make your interview count sample cover letters and the most practical authoritative job hunting information available anywhere     **Resumes That Work Deluxe** Mcp, Susan Ireland, 1999-02

**The Punched Card Annual** , 1954     The Everything Job Interview Book Lin Grensing-Pophal, 2011-11-18 A job interview can be both terrifying and exciting interviewees are always eager to put their best foot forward and make a great impression However many aspects of this fairly typical business procedure have changed in recent times and job hopefuls need to change too The Everything Job Interview Book 3rd Edition is the ultimate manual for today's job hunter no matter what their work experience includes with professional advice on job hunting and networking how to successfully use social

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identify the eight parts of speech and explain why words sometimes perform as more than one part of speech or word class  
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