

**PROFILE** | Highly-experienced administrative technician with extensive operational, budgetary, and procurement experience. Prominent analytical and problem-solving skills gained through relative education and direct training.

## **PROFESSIONAL BACKGROUND**

### **Accounts Receivable and Payable Technician | May 2023 to Present**

Acme Gadgets Ltd., Somewhere, PV

- review and confirm purchase orders to verify vendor's invoicing; consult active vendor contracts to confirm terms and rates are met; analyze purchase orders to determine capital versus operating expenses
- maintain the cost-savings paperless system created and implemented by department team initiatives; optimize Sharepoint for sponsorship billing/refunds, cash receipting, and reconciling; participate in enhancing voucher backup systems designed to improve invoice retrieval and time efficiency
- review and enter vendor invoices, purchase orders, and expense reimbursements into tracking system, verifying accuracy by consulting service contracts and other relevant resources as required

### **Bookkeeper | March 2020 to May 2023**

Businesses in Business, Somewhere, PV

- performed full-cycle bookkeeping and purchase-order processing for diverse companies; independently managed shipping and receiving for companies involved in transporting goods; administered the PO cycle from processing requests to validating and closing invoices
- reviewed RFPs prior to releasing for tender to verify accuracy of calculations; generated purchase orders and processed each systematically through to invoicing
- managed multiple goods-delivery systems to process client orders; followed specific methods and systems across eight transport companies including Manitoulin, Highway-9, Purolator, ACE Courier
- designed Excel spreadsheets to match clients' work orders to other systems used by various companies; matched invoicing to the spreadsheet data to verify terms and pricing before remitting payment
- independently managed the full scope of delivery-processing for LMC Transportation; input and maintained exhaustive figures and information in databases to track transport of goods handled by subsidiary transport and delivery companies
- created purchase-order flow charts and spreadsheets to meet each companies' specific needs, explaining to staff the procedures for creating purchase orders and implementing standard policy for consistency

### **General Manager | 2010 to 2020**

Acme Arena, Somewhere, PV

- administered day-to-day operations and conducted business on behalf of the facility and the Board; applied facility knowledge and decision-making skills to determine operational requirements; issued purchase orders sufficient to meet needs within budget constraints
- developed and proposed annual budget for capital purchases and operating expenses; administered POs for the cafe and the pro shop to ensure consistently adequate supply levels; assumed responsibility for compliance with Provincial Government Regulations, liquor license restrictions, and Health Standards
- researched potential suppliers and shipping terms to meet the facility's operating needs; participated in determining capital asset purchases, and presented cohesive budgetary reports for Board approval

Albert Eyenstine | [alberteinstein@mail.exe](mailto:alberteinstein@mail.exe) | 999.123.4567

Professional Background continued . . .

### **Community Education Administrator | June 2008 to December 2010**

Somewhere Community College, Somewhere, PV

- gathered data and compiled information to determine budgetary requirements for continuing education courses, programs, and annual operations across two campuses; established and negotiated diverse and comprehensive means to meet defined requirements
- managed the administrative budget including purchasing inventory and supplies, arranging and tracking delivery, and accurately documenting all related data; updated information utilized by multiple campus personnel in financial decision-making
- exercised purchasing authority up to 5,000 to make purchasing decisions; followed institutional policy and procedure when submitting larger purchasing requirements to the main campus for authorization

### **TECHNICAL TRAINING**

WCB Occupational First Aid Level III

Microsoft Office | Sage 50 | QuickBooks

CloudSuite System

NetSuite ERP (by Oracle)

Oracle Procurement Cloud

### **EDUCATION**

**Diploma, Business Administration; Dean's List | 2009**

Somewhere College, Somewhere, PV

**Certificate, Bookkeeping | 2008**

Sometown School, Sometown, PV

**Bachelor of Arts | 2007**

Sometown College, Sometown, PV

### **VOLUNTEER**

**Volunteer Mentor, Big Brothers Big Sisters | 2018 to Present**

Provide one-on-one mentorship to a youth mentee, offering guidance, support, and positive role modeling. Plan and participate in activities to build trust, encourage personal growth, and promote confidence and life skills.