

## **Jesselle J. Alegrado**

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**SUMMARY & OBJECTIVE:** Demonstrated accomplishments in corporate accounting within global, publicly traded companies. My objective is to obtain an opportunity that utilizes my extensive administrative experience.

### **WORK**

**EXPERIENCE:** **TearLab – Accounts Payable Coordinator (Temp position via Ledgent) (3/2014 -Present)**

TearLab is a publicly traded Medical Device company located in San Diego, CA.

- Handle the Full AP Cycle – Coding invoices, process PO and non-PO invoices, check requests, matching and batching. In charge of weekly check run and manual payment application for wire transfers.
- Resolve invoice and PO issues and reconcile vendor statements.
- Manage Accounts Payable In-box and respond to inquiries.
- Utilize Great Plains 2010 in day-to-day accounts payable functions.

**Highland Builders Services, Inc. – AP Specialist (Independent Contractor) (2/2009-2/2014)**

Highland Builders is a full-service commercial and residential construction company located in San Diego, CA.

- Perform accounts payable functions for all construction expenses.
- Coordinate monthly payroll functions for 32 contracted construction workers.
- Disburse and record cash advances for day-to-day operations.
- Coded all incoming and outgoing receipts and invoices for tax purposes.

**TDK-Lambda Americas, Inc. - Accounts Payable Coordinator (9/2007-2/2009)**

TDK-Lambda Americas Inc. is recognized as the world's leading manufacturer of standard switching and linear electronic power supplies.

- Handled the Full AP Cycle – Coding invoices, processed PO and non-PO invoices, matching and batching. In charge of weekly check run and resolved invoice issues.
- Verified and processed all company expense reports.
- In charge of all monthly accruals, weekly wire payments, ACH, commission checks, check requests, employee advances, short-term loan payments and loan schedules and yearly 1099's.
- Worked directly with Company President in reconciling his credit card for all domestic and foreign travel expenses.

**Extended Family Leave (11/2005-9/2007)**

**Road Runner Sports - Accounts Payable Specialist (2/2004-11/2005)**

Road Runner Sports is the World's Largest Running Store selling running shoes, clothes and accessories from Adidas, Nike, New Balance and other top makers of running related merchandise.

- Processed the Full AP Cycle.
- Assisted in month end close and year end 1099's.
- Researched and resolved accounting issues with vendors.
- ERP System utilized – Oracle.

**EDUCATION:** **University of Pangasinan, Philippines**  
**Bachelor of Science Degree in Accounting**