

Chantelle Griego

Accounts Payable Rep

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To obtain a position where I may utilize my skills in providing excellent customer service, Accounts Payable and organizational abilities in a professional manner to meet the goals of your organization.

Work Experience

Accounts Payable Specialist

Plumbing Systems Inc

June 2019 to Present

Creating new customer accounts

- Answering phones for customers and technicians
- Assigning purchase order numbers to technicians
- Scheduling appointments for customers
- Scheduling follow up work for technicians and customers
- Filing paid vendors
- Entering invoices
- Calling vendors to get copies of invoices
- Take customers credit card for payment of invoices
- Call customers on collections
- Sorting and labeling files
- Verifying if invoices were placed in the right folders and entered correctly
- Watching camera footage and place the footage in the right folders and label with correct customer and address
- Complaint resolution
- Processing transactions and performing accounting duties such as account maintenance, recording entries and reconciling books of accounts
- Accounts Payable
- Quickbooks
- Balance Sheet reconciliation

Merchandiser

The Home Depot - Avon, CO

October 2014 to June 2019

- Planned, scheduled, supervised, and assisted with planogram resets, store remodels, POP/POS placement, data
- Trained new employees on procedures for resets and in-store protocol
- Placed promotional and sale signage, notified pricing team of missed markdowns
- Exchanged and returned out of date products at store level and in distributors.
- Sold distribution of new products and expanded distribution on established brands.
- Sold special promotional displays and installed service display racks as required

- Created product presentations and communication plans for new product assortments which
- Directed merchandising plans for seasonal product as needed; emphasized imperative Holiday gift-giving timeframe
- Maintained safety of the Facility by following all safety standards, procedures, and guidelines.
- Maintained the Sales Floor in accordance with Company policies and properly zoning the area, arranging and organizing merchandise, and identifying shrink and damages.
- Worked independently to make effective choices regarding merchandise, recognize
- Took action to ensure all work in assigned zone is completed in a timely manner
- Make sure all authorized items are in distribution and set to shelf standards
- Maintain appearance and organization of product
- Build and install new displays, including fabricating racks and running electrical supply

Assistant Manager

Academy Bank

October 2010 to April 2013

Received and disbursed money, and kept records of money

- Received checks and cash for deposits, verified amounts and examined checks for endorsements.
- Cashed checks after verification of signatures and customer balances.
- Entered customers' transactions into computers and issued computer-generated receipts.
- Placed holds on accounts for uncollected funds.
- Balanced currency, coin and checks in the cash drawer at the end of shift, using a calculator.
- Compared totaled amounts with data displayed on the computer screen.
- Explained, promoted, and sold products and services, such as checking accounts, savings accounts, identity protection, money orders and cashier's checks, and opened accounts
- Balanced ATM
- Did monthly and quarterly audits on personal bankers and vault
- Verified daily blotters and fixed errors on blotters
- Did monthly operations that included balancing overages and shorts, also filing paperwork.
- Inspected all work to ensure conformance to company standards and job specifications.
- Supervised 5 employees, scheduled work hours, resolved conflicts, determined salaries.
- Hired and discharged workers.
- Placed orders of supplies for the bank like deposit slips, bank slips, printer ink for printers and teller stations.

Cashier

Wal-Mart

October 2008 to May 2010

Received cash, checks and completed credit-card transactions from customers and employees.

- Counted money to verify amounts and issued receipts for funds received.
- Issued change and cashed checks.
- Compared totals on the cash register with amount of currency in register to verify balances.
- Structured and maintained a good attitude with every customer and fellow employees.
- Successfully handled complaints from customers and gave customers a helping hand in finding what they needed.
- Executed daily operations of customer service, returned items, and exchanged items.
- Answered customers questions on where to find certain items.

Education

High School Diploma

Battle Mountain High School - Avon, CO

2009

Skills

- Well-organized and efficient.
- Thorough understanding of rules given to me.
- Strong training skills.
- Skilled in good customer service
- Self-motivated and assertive.
- Friendly
- Familiar with computer software.
- Excellent communication skills.
- Dependable
- Can work without supervision.
- Microsoft word: 4 years
- Microsoft Excel (10+ years)
- Computer skills (10+ years)
- Honest
- outstanding communication skills.
- Planograms
- Merchandising
- Banking
- Pricing
- Conflict Management
- Journal Entries
- General Ledger Reconciliation