

SH

# Stephanie Hall

## Professional Summary

Professional with strong background in financial operations, adept at managing invoicing processes with precision. Known for strong organizational skills, effective communication, and ability to work seamlessly within a team to achieve goals. Consistently adaptable to evolving business needs, ensuring accuracy and efficiency in all tasks. Skilled in accounts payable, data entry, and financial software applications.

## Experience

### Woodward Governor - Accounts Payable Invoice Processor

Fort Collins, CO

11/2025 - 03/2026

- Processed high-volume vendor invoices using Wise, SAP, and Basware ERP systems.
- Reviewed invoices for accuracy, proper coding, and required approvals prior to payment processing.
- Performed three-way matching, resolved invoice discrepancies with internal departments, and vendors.
- Supported timely payment cycles through accurate data entry and workflow tracking.

### On The Rocks Liquor - Liquor Store Clerk

Greeley, CO

06/2023 - 06/2025

- Operates a point of sale system for purchases with cash, credit, debit and personal check.
- Maintained thorough and current knowledge of available brands and new sale items to relay to customers.
- Handled cash transactions accurately, maintaining balanced registers and reducing discrepancies at end-of-shift reconciliations.

### Ames Construction - Project Assistant

Cheyenne, WY

06/2021 - 05/2023

✉ stephanie.hall@csuglobal.edu

☎ 970-779-4129

📍 Ault, CO 80610

## Skills

- Billing and Invoicing
- Database Entry
- Administrative Support
- Cash Handling Experience
- Report Generation
- Customer Service
- Documentation management
- Scheduling and calendar management
- Accounts payable
- Invoice processing

## Education

12/2018

**Colorado State University-Global**

Golden, CO

Bachelor of Science: Business Management

08/2017

**Aims Community College**

Greeley, CO

Associate of Arts: Liberal Arts And  
General Studies

- Organized and maintained payroll data daily, which included PTO and end of project bonus.
- Answered co-workers questions and resolved issues discovered during invoicing and collection process.
- Organized files, developed spreadsheets, faxed reports and scanned documents to improve organizational workflow.
- Maintained a high level of accuracy in all project documentation, ensuring consistency and clarity throughout the lifecycle of projects.

### **On The Rocks Liquor - Liquor Store Clerk**

Greeley, CO

05/2018 - 06/2021

- Maintained a clean and organized store environment for an enhanced shopping experience.
- Maintained compliance with local and federal regulations governing the sale of alcoholic beverages, verifying customer identification as necessary.
- Operated various equipment safely, including pallet jacks and ladders when performing stocking duties or retrieving items from storage areas.

### **Constant Contact - Customer Engagement Specialist**

Loveland, CO

02/2016 - 05/2018

- Answered incoming calls and emails, providing frontline customer support or assistance with product and service transactions.
- Remained calm and professional in stressful circumstances and effectively diffused tense situations.
- Demonstrated excellent communication skills in resolving product and consumer complaints.
- Assisted customers with making payments or establishing payment plans to help customers use their accounts.

---

### ***Languages***

Spanish



Limited