

## Taylor A Putman

Evans, Co 80620

Putman, Taylor

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To whom it may concern,

I am very interested in this position. I am currently employed as an Accounting Coordinator in Customer Service for CPS. I have worked in accounts payable for over 2 years.

- In this time I have been in charge of Utilities, Petty Cash and Property Taxes for more than 1800 locations. With this responsibility, I have mastered all terminology, systems, policies and procedures for Crop Production Services.
- I have recently acquired the responsibility of approving or denying credit applications. I do this by filling out all required information, reading and understanding all terms and deciding what we will and will not agree to as a company in compliance with our policies. I also spend time diligently researching what we will be using the credit for which helps to decide to approve or decline requests.
- I have had extensive communication with AR as I took care of the AP/AR pass through entries for the entire company.
- I have acted as liaison between Crop Production Services corporate, the locations and a 3<sup>rd</sup> party company that has taken over our processing.
- In the last year I have assisted in learning, testing and rolling out a completely new processing system/ERP.
- I am very quick in learning all I need to know about processes, procedures and operating systems.

I am confident that my experiences will qualify me for consideration.

Sincerely,

Taylor A Putman

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*Taylor A Putman*

**OBJECTIVE**

Seeking employment with a company whose environment promotes growth in a positive culture, where I can utilize my experience and skills to help the company meet and surpass its goals.

**PROFESSIONAL  
ACHIEVEMENTS**

- Promoted company growth on my own by going above and beyond to market the company and increase the customer clientele.
- Started with an entry level position in scanning and mail, grew my skillset and was able to take on and excel with higher level responsibilities in a minimal amount of time.
- Assisted in changing current procedures which resulted in improved accuracy and processing time of invoices.

**COMPUTER  
SKILLS**

Microsoft Office including Excel and Word, Adobe Pro and Reader, Microsoft programs including Microsoft Outlook, PeopleSoft, OnBase, ReadSoft, Sharepoint, use of office equipment including print, scan and fax.

**WORK  
HISTORY****CROP PRODUCTION SERVICES**

October 2015- Present

- Providing Customer Service to all vendors, branches and employees by researching invoices and payment history in our system, diffusing and calming angry vendors and/or branches and answering any inquiries to the best of my ability.
- Enter adjusting transactions to correct duplicate payments, overpayments, short payments and incorrect currency conversion.
- Create adjusting entries to correct general ledger, and branch allocation of costs
- Create adjusting entries to allocate accounts receivables funds to accounts payables balances.
- Review flagged invoices to ensure that they are not duplicated entries, missing critical information, and all vendor information is correct and current with federal and company policy.
- Process invoices requiring individualized attention to assure that the correct discounts or other vendor specific handling is being taken.
- Process invoices requiring redirection to proper branches and managers.
- Process hundreds of invoices through data learning software.
- Process and review time sensitive utility invoices to ensure prompt payment.
- Communicate with vendors and branches to reconcile and determine the cause of refund checks, and enter appropriate adjusting entries.
- Assist in preparing Canadian and United States tax invoices for upload into accounting software
- Prepare time sensitive tax payments for mailing, ensuring that all information and required documents are included before being sent.
- Assist in the reconciliation and recording of multiple petty cash accounts, working with the branches to ensure that all required IRS documentation is accounted for.

- Scanned and routed up to 10,000 invoices weekly to correct departments for approval and processing.
- Accurately sorted sensitive and confidential documents to the appropriate recipients in a timely fashion.

## MAIDPRO

May 2014-June 2015

- Lead cleaning crews that worked at large corporate sites as well as individual houses.
- Traveled between sites to ensure crews were complying with company standards.
- Monitored and maintained cleanliness of assigned work areas.
- Communicated with clients and staff to ensure clients were happy and addressed any negative feedback with positive solutions for complaints.
- Provided heavy, extensive daily cleaning and sanitary services.

## ETECH, INC

August 2009-April 2010

- Responded to customer requests for purchases, information, and account maintenance.
- Listened to customer explanation of need and offered applicable products or services.
- Researched options for problem resolution and provided solutions.
- Communicated daily with team members in billing, retention, and technical support in order to expedite resolution of customer concerns and/or complete purchase of services.
- Consistently met performance and quality benchmarks in professionalism, establishing rapport, problem resolution, and voice tone.
- Completed voluntary training sessions to learn how to increase and enhance customer satisfaction.

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## EDUCATION

G.E.D. - NACOGDOCHES HIGH SCHOOL

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## REFERENCES

KATHY LEDFORD

(970)978-6081

KATIE TOUCHTON

(936)238-0401

ARIC HANCOCK

(936)225-5001