

# Valerie Y Rodriguez

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## Objective:

To successfully obtain an accounting and/or administrative position utilizing the skills and capabilities I have gained throughout the 10+ plus years of experience I have in those areas with a business of integrity, professionalism, and daily challenges that will allow me to expand my knowledge while being part of the team, and as an individual, on a long-term basis.

## Additional Skills:

- ✓ Organizational strengths
- ✓ System implementation
- ✓ Problem-solving abilities
- ✓ Project management abilities
- ✓ Shipping and receiving understanding
- ✓ Clerical support
- ✓ SAP knowledge
- ✓ Adaptive team player

## On-Site Supervisor:

- **On-Site Account Supervisor – Trans-Systems Mead, Co 05/17/2023 – 08/21/2023**
- Mainly had to be readily available to drivers in event of any problems, daily the Home Depot Team would submit bill of lading in which I would enter weight, trailer # other pertinent information if needed (ie: special delivery instructions)  
Monitored routes throughout the day to make sure in same areas, checking general location; Geo codes if need to be changed.  
Took Bill of lading to trailers once all entered and usually when drivers back, because if in whse couldn't receive calls in there or out on lot.

## Administrative Assistant

### **Administrative Assistant – Copper Gate Animal Clinic 04/2020 – 02/2023**

- Mainly answered phones, assisted Nurse or Doctor if needed assistance with an animal.
- Scheduled Appointments
- Sold Prescriptions and animal food or any other necessities.
- Did daily invoices
- End of day totals, month end for Accountant; gathering information needed for receipts, invoices, etc.

## Accounting and Client Specialist Experience:

- **A/P Non –Pro Specialist – JBS USA Holdings Inc. 2/2017– 05/2019**
  - Work in SAP and Excel to enter invoices to be paid for various business units
  - Maintain filing of invoices, while maintaining a high level of accuracy
  - Complete task within the allotted timeframe with high attention to detail
  - Other accounting duties include- workflow, uploads of cold storage, Xerox, Pds, Cannon, and archiving on daily basis
  - Three way matching
- **Customer Service Representative – Labor Ready 2/2016 – 7/201**
  - Answering phones, scheduling assignments, giving new quotes to customers, dispatching workers  
Daily payouts to worker; texting alerts as assignments came available
- **Administrative Assistant – Edwards Refrigeration 11/2015 – 1/2016**
  - Answered phones, scheduled appointments, dispatched out tech's to different locations for repairs on refrigerator's, freezer's, made daily deposits, daily invoicing for previous days jobs; sorted mail
  - **Entered payables in quick books**
- **Credit Analyst and Collections – Agrium Advanced Technologies 2013-2014**
  - Coordinated collections directly with location personnel, customers, sales representatives and area credit management allowing resolution of routine receivable issues, negotiation of payment schedules, and ultimately collections of balances owed on past due accounts
  - Prepared credit department forms, reports, collections letters, and research and reconciliation on customer financial records

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- Upheld confidentiality of credit and financial information, while the above duties were performed in addition to special studies and assignments as needed
- **Accounts / Receivable (A/R) Specialist – Crop Production Services, Agrium Advanced Technologies 2003 - 2011**
  - Processed between 400 – 1000 payments daily using Lockbox software
  - Maintained professional business interactions by providing top-notch customer service and working in a dedicated fashion, making myself available to clients via phone, email or in person.
  - Managed refunds, service charge write offs and credit memos as needed, in addition to the reconciliation of customer accounts in a prompt, proficient manner
- **Accounting Supervisor – Armstrong Relocation United Van Lines 1988 - 1999**
  - Exhibited thorough understanding for A/R, A/P, and cash application which allowed me to train employees in those areas
  - Performed accurate reconciliation of United Van Lines statements and claims, monthly reports, profit to loss reports, as well as maintaining the general ledger
  - Processed receipts for daily weight transactions and rated driver paperwork
  - Provided clients with an outstanding customer experience with our company with every encounter including the scheduling of quotes, phone quotes, inquiries and resolution of client objections in a fashion that was satisfactory for all parties
- **Rate Clerk – St. Vrain North American Van Lines 1999 - 2000**
  - Rated driver paperwork using tariffs with National Accounts and giving proper discounts as required
  - Reconciled North American Claims and Payments and provided extraordinary customer service
- **Business Associate- North Colorado Medical Center 2000 - 2002**
  - Scheduled Surgeries and obtained consents utilizing data entry and professionalism, confidentiality, and administrative qualities
  - Maintained efficient system of patients charts.
  - Recorded daily charges for the department, and monthly statistics for department supervisor