

ASHLEY DOYLE

Accounts Payable Associate

✉ ashley.doyle.is@email.com

☎ (123) 456-7890

📍 Houston, TX

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Business Administration

Accounting

University of Houston

📅 2009 - 2013

📍 Houston, TX

SKILLS

- Payment Processing
- Microsoft Suite
- Account Management
- Basic Accounting Principles
- Time Management
- Critical Thinking

WORK EXPERIENCE

Accounts Payable Associate

American Cruise Lines

📅 2019 - current

📍 Houston, TX

- Approved and paid invoices before deadlines, corresponding with vendors within 1 business day about issues or discrepancies
- Monitored all payments and expenditures, including payroll, purchase orders, invoices, account statements, decreasing errors by 23% through organized digital and paper files
- Processed payments on time, and sought discounts, promotional sales, and loyalty prices to save the company 17%
- Maintained petty cash, fielded calls, and negotiated with vendors regarding services and available discounts while communicating with 6 supervisors
- Provided timely and detailed communication to 8 internal and external stakeholders by preparing reports and documentation using Microsoft Word

Accounts Payable Associate

Eastern Auto Group

📅 2015 - 2019

📍 Houston, TX

- Verified the accuracy and completeness of invoices and researched invoice discrepancies for 7 departments
- Resolved payment issues and followed up on vendor inquiries to bring the company 100% up-to-date with all bills
- Updated and reconciled vendor files and statements each month, communicating with vendors within 1 business day regarding discrepancies
- Managed payroll for 7 departments and 200+ employees and verified expense reports and requests from employees
- Assessed and logged all credits owed, ensuring prompt application of payments

Data Entry Clerk

Silver Bay Seafoods

📅 2013 - 2015

📍 Houston, TX

- Entered data into Microsoft Excel and validated information from 80+ monthly applications and related source documents following specified guidelines
- Created physical case folders, labeling and indexing files to increase office efficiency by 26%
- Resolved 89% of case discrepancies before leaving the office and sent cases with indications of possible fraud to 3 supervisors for internal review
- Transferred data from paper files into digital format, and updated existing information, typing 63 words per minute