

# Delilah Monroe

## Accounts Payable Administrator

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(123) 456-7890

Chesterbrook, PA

[LinkedIn](#)

*Detail-oriented accounts payable administrator with a strong background in accounting and collaborating with cross-functional teams. Expertise in fraud detection and prevention, driven to bring more business to a company like Pattern Energy Group.*

### WORK EXPERIENCE

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#### AmerisourceBergen Corporation - Accounts Payable Administrator

2019 - current

Chesterbrook, PA

- Performed check runs on e-payments to ensure compliance
- Reconciled vendor payables on QuickBooks, achieving 99% accuracy
- Compiled all audit documents using Adobe Acrobat Pro and speeded audit process by 54%
- Prepared Tableau reports and spreadsheets and led to 88% efficiency in decision making

#### Deloitte - Accounting Assistant

2017 - 2019

Philadelphia, PA

- Analyzed and advised on tax responsibilities for 254+ clients, exceeding the quarter target by 72%
- Automated document management on DocuWare that reduced admin work by a 33% margin
- Saved \$1.4M on internal expenditure discrepancies through double verification of expenses reports
- Systematized complaint handling process using SAP, which improved client satisfaction by 27%

#### Aramark Corporation - Accounts Payable Clerk

2015 - 2017

Philadelphia, PA

- Launched Document Imaging, decreasing instances of misplaced records by 71%
- Helped top management accelerate decision-making by 41% through sorting and categorizing financial data on Excel
- Centralized all payment processes on PaySimple that led to a tenfold speed in check processing
- Solved 81 payment errors that saved \$1.1M in misappropriated expenses

### EDUCATION

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#### University of Pennsylvania - Bachelor of Science, Finance and Accounting

2011 - 2015

Philadelphia, PA

### SKILLS

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QuickBooks; SAP; DocuWare; SPS Commerce; Microsoft Excel; Adobe Acrobat Pro; PaySimple; Tableau

### CERTIFICATIONS

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- Certified Accounts Payable Professional (CAPP)