

VANESSA SCOTT

Accounts Payable Analyst

✉ v.scott@email.com

☎ (123) 456-7890

📍 Melbourne, FL

in [LinkedIn](#)

WORK EXPERIENCE

Accounts Payable Analyst

Harris Corporation (L3Harris Technologies)

📅 2021 - current 📍 Melbourne, FL

- Streamlined invoice processing using QuickBooks, reducing approval times by 18% and accelerating monthly closures
- Inspected payment data for irregularities, identifying and resolving 23 errors, **saving the company \$5,700+ in potential losses**
- Designed an analytics dashboard in Tableau, providing real-time visualizations of payables and aiding in decision-making
- Improved financial reporting accuracy by 11% by enhancing the existing system using Alteryx

Accounts Receivable Clerk

Tech Data

📅 2018 - 2021 📍 Clearwater, FL

- Used Zoho Expense in expense tracking, contributing to a 7% reduction in inaccuracies and fraudulent claims
- Spearheaded the **preparation of 68 financial reports per quarter** using Cognos Analytics, aiding in performance analysis
- Implemented a new client billing model using Xero, improving payment compliance by 16% and increasing cash inflow
- Built PivotTables for advanced data manipulation, aiding in prompt report generation and decision-making

Accounting Intern

Raymond James Financial

📅 2017 - 2018 📍 St. Petersburg, FL

- Expanded knowledge of general ledger entries by managing daily entries, reconciliations, and month-end tasks
- Cataloged financial records and receipts, **making data access 18% quicker**
- Assisted in the formulation of a new expense policy, projected to save the company \$782 within seven months
- Helped process \$56K in accounts payable and receivable using QuickBooks

EDUCATION

Bachelor of Science

Accounting

[University of Florida](#)

📅 2013 - 2017

📍 Gainesville, FL

SKILLS

- QuickBooks
- Xero
- Zoho Expense
- Rydoo
- Tableau
- Cognos Analytics
- Alteryx
- Avalara
- PivotTables
- DocuWare