

Meriam Vis

Accounts Payable Specialist

✉ meriam.vis@gmail.com

☎ (771) 822-7040

📍 2400 W. 41st Ave, Anchorage, AK 99503

EDUCATION

High School Diploma at Service High School, Anchorage, AK

Aug 2015 - May 2019

I've learned how to read, write, and do math.

LINKS

[linkedin.com/in/meriamvis](https://www.linkedin.com/in/meriamvis)

SKILLS

Accounts payable

Accounts receivable

QuickBooks

Microsoft Excel

10-key by touch

Data entry

Accuracy

LANGUAGES

English

Japanese

HOBBIES

Organizing

Scheduling

Budgeting

PROFILE

I am an experienced Accounts Payable Specialist with over three years of experience. In my previous positions, I was responsible for processing invoices, issuing payments, and reconciling accounts. I have a keen eye for detail and accuracy, which has allowed me to excel in this field. I am also able to work independently and efficiently manage my time.

EMPLOYMENT HISTORY

● Accounts Payable Specialist at North Star Accounting & Payroll, AK

May 2022 - Present

- Reduced the Accounts Payable department's processing time by 10%.
- Implemented a new filing system that increased efficiency by 15%.
- Negotiated discounts with vendors which saved the company \$5,000 over 6 months.
- Trained 2 new employees on Accounts Payable procedures.
- Resolved 100 invoices per week.

● Accounts Payable Specialist II at Cook Inlet Region, Inc. (CIRI), AK

Sep 2019 - Apr 2022

- Streamlined the Accounts Payable process, resulting in a 30% reduction in processing time.
- Implemented a new invoicing system that improved accuracy by 95%.
- Negotiated discounts with vendors that saved the company \$10,000 per month.
- Trained and supervised 3 junior staff members.
- Processed 1,500 invoices per week.

CERTIFICATES

Accounts Payable Specialist Certificate

Apr 2021

Accounts Receivable Specialist Certificate

Feb 2020

MEMBERSHIPS

American Institute of Certified Public Accountants

National Association of Accounts Payables Professionals