

ALISON COETSEE

Santa Clara, CA 95055

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## **ACCOUNTING SPECIALIST**

### *Attention To Detail*

## PROFILE

Highly motivated and knowledgeable in general Accounting roles, I have proven expertise in handling various customer and vendor issues. I have held various general accounting positions, and have experience dealing with and resolving day-to-day issues. My experience includes: expense report auditing/processing, purchase order issues (analysis and resolution), Accounts Receivable, Accounts Payable, and General Ledger assignments. Problem resolution with respect to Accounts Payable issues has been a key component of my past assignments, and I have worked successfully with Purchasing department personnel, along with Engineers, Shipping/Receiving, HR, and those in related departments to find solutions.

Conscientious, analytical, and diligent are how co-workers and managers alike describe my attributes. I am one who performs on schedule, and is able to set priorities and handle multiple tasks while effectively functioning within diverse business environments. Those with whom I have worked consider me to be a valued employee and contributor, always willing to ensure successful results.

- An invaluable employee in the area of Accounts Payable, I possess a keen understanding of full cycle A/P activities, and what stellar (vendor) service means. In addition, my skills include locating abnormalities, previously overlooked by others in accounting functions.
- Able to undertake independent assignments and follow through with the detail necessary to meet business objectives, are other qualities that describe my work style.

## **CORE COMPETENCIES**

**Auditing • Accounts Payable/Receivable • Process Improvement  
Customer Relations • General Ledger • Training  
Problem Resolution • All A/P Functions**

## PROFESSIONAL EXPERIENCE

**AJ Rose's Express Delivery Service**      Santa Clara, CA      Aug'13-Present  
Continuing work on my small business based in Santa Clara. In addition to accounting and general office work, the job also entails utilizing advertising and marketing skills. Working to expand customer base from a simple residential to a B-2-B base. Creating new designs for business presentations, fliers, stationery; working on new logo for business.

**Harbor Freight Tools** Santa Clara, CA Jun '13 Aug '13

Assisted management in the role of Pricing Coordinator, verifying product prices, working with warehouse staff in verifying product placement, and that all product pricing was correct. Assisted with various sales and merchandise movement. Worked in other areas on an "as needed" basis

<b>AJ Rose's Express Delivery Service</b>	Santa Clara, CA	Feb'11-Present
Working in a variety of accounting and general office positions for my small, locally-owned business. I set up accounts, process invoices, deal with customers and vendors alike, run reports, and do other office/administrative functions on an "as needed" basis.		
<b>Primerica Financial Services</b>	Campbell, CA	Jul'10-Oct'11
As a Financial Representative, I provided financial services to help clients reach their financial goals. I assisted in the areas of life, home, auto insurance sales, as well as advising on various products. Held Life Agent license.		
<b>Accounting Partners Temporary Services</b>	Santa Clara, CA	Aug'01-Apr'09
<b>Accounting Resource</b> For this company, I provided Accounts Payable / Receivable services for various commercial clients. Handled Accounts Receivable for Property Management Company based in Palo Alto; other small companies on short-term basis.		
<b>Exponent (contract)</b>	Menlo Park, CA	Dec'08-Apr'09
An Engineering and Scientific consulting services provider with 24 offices around the world, my contribution involved processing expense reports and invoices, focusing on accuracy and detail for all payments. Entered invoices for payment into the "Invision" accounting system		
<b>Ameriprise Financial</b>	Campbell, CA	May'07-Apr'08
<b>Financial Advisor</b> For this company, I provided financial planning services for individual clients; held the Life Agent license, and worked to improve clients' overall financial situations. Passed the Series 7 and Series 66 License exams.		
<b>Adobe Systems (contract)</b>	San Jose, CA	May'06-Jan'07
<b>Accounts Payable Specialist</b> For a leading producer of graphic design and publishing software, I utilized SAP expense processing software to analyze and process expense reports from all of North America, performing foreign currency conversions, and communication devices reimbursements. In processing, I uncovered over \$20,000 of fraudulently reported expenses, not discovered by previous audits, which the company recovered.		
<b>Infinera (contract)</b>	Sunnyvale, CA	Sep'05-Mar'06
<b>Accounts Payable Specialist</b> For a manufacturer of high-capacity optical transmission equipment for the service provider market, I audited and processed employee expense reports, posting invoice batches into the Great Plains accounting software package. In addition, I constructed month-end accruals, performed wire transfers, processed check requests, prepared weekly check runs, and resolved vendor-related issues.		

## **TECHNOLOGY**

**JDEdwards • SAP • Great Plains Accounting Applications • MS Word / Excel**