

David Rich

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SKILLS SUMMARY:

Clerk, Accounts Payable

- Assisted in preparing over 4,000 voucher packages per month for all Unicor factories in accordance with the U.S. Treasury's Prompt Payment Act.
- Processed payments of raw materials, staff travel and travel advances. Uniform allowances, staff credit cards, utilities, and transportation.
- Created consignment invoices to be provided to vendors.
- Created EXCEL spreadsheets to monitor proper posting on invoices of payments made, determined best pricing for components from vendors and accountability of production lines.
- Created Word documents for correspondence to vendors to request invoices for aging open material document receivers.
- Requested refunds for over payment of invoices, reconcile any issues with customers and vendor.
- Assisted in training new accounting clerks in Unicor's Centralized Accounts Payable in SAP procedures.

Clerk, Circuit Board – Connectors

- Read drawings to determine needed components for circuit boards, and connectors, compile request to multiple vendors for quoting of components, create purchase order requests for needed components.
- Created time study for required labor needed for circuit boards and connectors, create job and quality control procedures for production lines.

Maintenance

- HVAC, general maintenance on metal sheers, presses, hole punchers, plumbing, electrical, painting.

WORK HISTORY:

Clerk, Accounts Payable - Circuit Board- Connectors

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| ➤ Unicor Butner: Account payable | 5 Years | 2007 - 2011 |
| ➤ Unicor Phoenix: Circuit board, and Connectors | 7 Years | 1999 - 2005 |

Maintenance

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| ➤ Unicor Terminal Island: Maintenance, HVAC | 6 years | 1991 - 1996 |
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Education and Training

- Terminal Island, San Pedro, CA GED
- Ferris State University, Big Rapids, MI Refrigerant Transition and Recovery Certification (Universal)