



- Leverage JD Edwards software to develop and maintain incoming/outgoing EDI document translation maps.
- Use advanced troubleshooting techniques to resolve complex problems with customer orders, invoices and advanced shipping notices.
- Work with new and existing trading partners to streamline error-free flow of data.
- Participated in the development and implementation of new E-commerce business; assisting in the creation and testing of new documents, procedures and methods of operations.
- Responsible for EDI document testing with third party vendors contracted by our customers.
- Work closely with internal customers to ensure timely and accurate processing of all EDI transactions.
- Participate in the development and implementation of department programs, systems, and procedures.

**ACCOUNTS PAYABLE CLERK**

**UNIQUE INDUSTRIES**

**SEP 2016 - MAR 2019**

- Compare invoices, purchase orders, and receipts to ensure accuracy of payables.
- Maintain account files with an organized and accurate methodology.
- Create end of month reports for Executive review.
- Data entry for non-merchandise invoices.
- Review and process invoices to ensure proper G/L charge coding.
- Research open payable balances by vendor and report on status.

**CUSTOMER SERVICE REPRESENTATIVE**

**UNIQUE INDUSTRIES**

**JAN 2015 - SEP 2016**

- Provide assistance and resolution for Customer complaints and issues.
- Answer Customer inquiries regarding inventory, pricing, licensing.
- Entered and processed orders received via phone, email and fax for over 1k Customers.
- Correspond and collaborate with other departments to ensure customer orders are processed expediently.
- Handled ad hoc requests and exceeded expectations of Senior Management.

## Education

**THE ART INSTITUTE OF PHILADELPHIA**  
**GOOGLE UX DESIGN CERTIFICATE.**

**BACHELOR OF SCIENCE, MEDIA ARTS AND ANIMATION**  
**COURSERA**

**2008 - 2012**  
**JAN 2023**

## Skills

Professional Phone Skills. 2D Graphics. Collaborative. Problem Solving. Data Collection. Sketching. Adobe XD. Figma. Adobe Photoshop. Adobe Illustrator. User Experience Design (UED). Organization Skills.