

Autumn Roberts

Newmanstown, PA 17073

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484-824-0305

I am looking for a business opportunity where I can excel into executive management. I would like to exercise my skills and given a chance to show my full potential.

Authorized to work in the US for any employer

Work Experience

Accounts Payable Manager

FR. MEYER'S SOHN

2008 to Present

I currently manage 5 people. I handle over 50 accounts on my own, making sure they stay current. I oversee my teams' accounts, with consists of about 20 each. I report to executive management on big problem accounts, hold meetings with vendors to solve issues, and hold meetings with coworkers to resolve issues. Every Monday I make a schedule for my team with who is assigned with what, and any deadlines we may have. Every Wednesday I hold a meeting with my team to share everyone's progress. I also order office supplies, create excel spreadsheets and train new employees.

Assistant Manager

SHEETZ

2006 to 2008

I unloaded trucks, took inventory, ordered supplies, ran the register, stocked, and cleaned the store front, made food, and closed the store at the end of a shift. This included counting the money and making sure the drawers were not short, and counting the lottery machine, making sure that was not short. I also trained new employees and went spying on the competition of gas prices.

Education

College Degree in BUSINESS ADMINISTRATION AND MANAGEMENT

SOUTHERN NEW HAMPSHIRE UNIVERSITY

August 2020 to Present

HS DIPLOMA

POTTSTOWN HIGH SCHOOL

2005

Skills

- I have been an accounts payable manager for 13 years. I know how to organize a team of 6 people and keep upper management up to date with over 100 accounts. I make us a weekly schedule and hold weekly meetings to ensure my team is meeting the requirements. I have Microsoft office knowledge and can type over 100 wpm.

AUTUMN ROBERTS
FINANCE | PAYABLES | BUSINESS MANAGEMENT

- ACH
- Microsoft Dynamics Navision
- Accounts Receivable
- Journal Entries

Links

<https://WWW.LINKEDIN.COM/IN/AUTUMN-ROBERTS-49BB65134>

Assessments

Accounting skills: Bookkeeping — Familiar

April 2021

Calculating and determining the accuracy of financial data

Full results: [Familiar](#)

Supervisory skills: Interpersonal skills — Completed

April 2021

Fostering a collaborative environment and conducting difficult conversations

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.