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| John Smith |
| SummaryDetail-oriented Accounts Payable Specialist with over 4 years of experience in managing invoices and vendor relationships. Proven track record of improving payment processes and reducing discrepancies.Work Experience**Accounts Payable Specialist Jan 2021 – Present**LMN Enterprises Chicago, IL* Streamlined invoice processing, reducing turnaround time by 30%.
* Managed vendor inquiries and resolved issues, improving vendor satisfaction by 20%.

**Accounts Payable Clerk Mar 2018 – Dec 2020**DEF Corporation Chicago, IL* Processed an average of 300 invoices per month with a 98% accuracy rate.
* Assisted in the annual audit process by providing necessary documentation and reports.

EducationBachelor of Business Administration Jan 2017*DePaul University**Chicago, IL*certifications* Certified Accounts Payable Professional (CAPP) – Accounts Payable Association – 2020
 | Contact(987) 654-3210john.smith@example.comChicago, IL 60601SkillsInvoice ProcessingVendor ManagementFinancial ReportingReconciliationERP SystemsMicrosoft ExcelAnalytical SkillsCommunicationTeam Collaboration |