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| John Smith | | |
| Summary  Detail-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.   Education Bachelor of Business Administration Jan 2017 *DePaul University**Chicago, IL*  certifications   * Certified Accounts Payable Professional (CAPP) – Accounts Payable Association – 2020 | Contact  (987) 654-3210  john.smith@example.com  Chicago, IL 60601  Skills  Invoice Processing  Vendor Management  Financial Reporting  Reconciliation  ERP Systems  Microsoft Excel  Analytical Skills  Communication  Team Collaboration |