

# Dana Blair

## Account Payable Specialist

Kristen Hartman  
Human Resources Manager  
4881 Red Bud Lane  
Teterboro, NJ, 07608  
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Cell: +1 551-200-4955  
Email: danablair@resumesbot.com  
4667 Drummond Street, Piscataway, NJ, 08854

**Dear Mrs, Hartman,**

I have pleasure in applying for the advertised position of Accounts Payable Specialist.

I'm Accounts Payable Professional with extensive experience in diverse areas of accounting. I have a strong ability to execute all AP outcomes in alignment with business objectives. Recognized for passionately building high performing AP teams and systems that maximize processes, quality, and results. I have a keen eye for detail and I take pride in being accurate in the daily processing of invoices, along with other duties.

My expertise includes outstanding customer service to perform administrative office functions in a professional and courteous manner. Familiar with Quick Books, Excel, Word, Data tracking, Trinium, Tradeshift, Profit Tools and Forwarder Logic. Experienced in Quick books transnational records, general entries, and reports, entering and creating vendors for accounts payables.

Currently, I manage all accounts payable functions for a multi-billion-dollar global media company with operations in six industry segments: cable network programming; filmed entertainment; television; direct broadcast satellite television; publishing; and other.

In addition, I'm a Certified Accounts Payable Manager and Certified Payment Reporting Specialist. I would appreciate the opportunity to meet and speak with you in person. Thank you for your time.

Best Regards,

Dana Blair

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