

Veronica Mayorga
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OBJECTIVE To obtain a job opportunity, utilizing my experience and computer training in a growth oriented company. To be able to contribute to the success and profitability of my employer.

EXPERIENCE 06/13 – 01/15 **Office Coordinator** Archer Directional Drilling Houston, TX

- Prepare billing for Gulf Coast district
- Process field time sheets for submission to Payroll
- Assist Coordinators, Region Manager, and field personnel with daily travel arrangements
- Provide administrative support to Divisional HR Manager
- A/P process – code and match of invoices/PO's, audit expense reports
- Update/maintain vendor/customer files
- Resolve purchase orders and invoice discrepancies and documentation

04/12 – 06/13 **Sr. Operations Assistant** Archer Directional Drilling Houston, TX

- Prepare billing for Gulf Coast district
- Track and report daily revenue on active jobs
- Track 3rd party tools and report usage to vendors
- Prepare End of Well reports for customers
- Process field time sheets for submission to Payroll
- Assist Coordinators, Region Manager, and field personnel with daily travel arrangements
- Provide administrative support to Divisional HR Manager

11/06 – 04/12 **Field Support Coordinator** Ryan Directional Services Houston, TX

- Track and report daily revenue on active jobs
- Supervise customer invoicing and billing process for 3 Districts
- Track 3rd party tools and report usage to vendors
- Process field time sheets for submission to Payroll
- Assist Coordinators, District Managers, and field personnel with daily travel arrangements
- Provide administrative support to District Operation Managers
- Update/maintain customer files and create/send customer bids and proposals
- Assistant to the US Operations Manager

11/02 – 11/06 **Sr. Accounting Clerk**

- Reconcile processed work by verifying entries and comparing system reports to balance
- Charge expenses to accounts and cost centers by analyzing invoices/expense reports
- Record journal entries
- Verify federal ID numbers
- Resolve purchase orders and invoice discrepancies and documentation
- Insure credit is received for outstanding memos
- Verify vendor accounts by reconciling monthly statements and related transactions

02/00 – 03/02 **Accounts Payable Associate** TransCom USA Houston, TX

- Full Cycle A/P processes – batching, coding, keying, and matching of invoices/checks
- Run reports to ensure accuracy of posting
- Audit and process Expense Reports
- Research and resolve a variety of Vendor inquires
- Issuance of accounts payable checks
- Working with multiple companies

04/98 – 02/00 **Order Entry/Credit/Payroll Assistant** Mueller Flow Technologies Inc. Houston, TX

- Daily input of customer sales orders
- Maintain customer master files
- Verify credit reports on new customers
- Daily processing of customer invoices
- Maintain accurate and timely processing of payroll records (ADP Payroll Software and ADP Time & Attendance Program)
- Assist Human Resource Manager

04/97 – 04/98 **Accounts Payable Specialist**

- Checking, vouching, processing vendor invoices
- Maintain vendor master files
- Reconciliation of Accounts Payable Open Item Reports to General Ledger
- Issuance of accounts payable checks
- Maintain daily cash log
- Maintain/Update 1099 records
- Reconciliation of vendor accounts
- Issuing request for payment for sales commission to outside agents
- Daily preparation of A/R bank deposit, A/R cash receipts

EDUCATION Sam Houston High School Graduated June 1990

SKILLS Windows Excel, Word, Macola Accounting Software, ROSS Accounting Software, SUN Accounting Software, Oracle Accounting Software

REFERENCE Upon Request