

Adriana C. Perez

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BUSINESS PROCESS DEVELOPER WITH A FOCUS ON ACCOUNTS PAYABLE

Experience

JANUARY 2023 - PRESENT

US Accounts Payable Manager | Deacero USA Inc.

Accomplished redesign and management of Accounts Payable structure, centralizing processes using the modules available in the in-house ERP. Implemented KPI reporting, enhanced vendor relations, streamlined communication between stakeholders, and automated processes.

Notable Accomplishments:

- Analyzed and revamped AP procedures through centralization, standardization, and optimization, aligning with company policies. This initiative led to heightened cash flow, improved vendor relations, and decreased fraud risk.
- Developed a VBA program that significantly enhanced communication between departments and vendors, leading to notable improvements in accounts payable processes.
- Effectively introduced ongoing enhancements to financial operations, resulting in optimized P2P processes.
- Participated in the rollout for Concur, successfully created, and configured the profiles, and designed and led training sessions for ~200 employees while managing the reporting and developing a dashboard.
- Used Power BI to create a dashboard that provides never-before-available financial insights related to spending and identified areas of opportunity and risk.
- Coordinated Punch-Out implementation with Amazon, Grainger, and Home Depot.

AUGUST 2019 – JANUARY 2023

Local AP Manager | EA to CEO | Office Manager | Deacero USA Inc.

Enhanced multi-million-dollar Accounts Payable, optimizing and securing ERP-based P2P processes by instituting punchout, minimizing and securing credit card purchases, and implementing scheduled audits. Utilized Visio for streamlined workflow mapping. Led the charge to ensure tax compliance, identified areas of opportunity, and worked toward enhancing local AP operation.

Notable Accomplishments:

- Directed a team, established a sustainable framework fostering growth, continuous improvement, work-life balance, and mitigated knowledge loss risk.
- Utilized Visio and knowledge of API and EDI connections to enhance decision-making, gain insight into bottlenecks, and streamline processes.
- Planned, designed, budgeted & managed an entire office remodel.
- Consolidated FedEx accounts and secured volume-based special rates, resulting in significant freight cost savings.
- Reduced office expenses through supply & service rate negotiations and implementing new operational tools and systems.

APRIL 2017 – AUGUST 2018

Accounts Payable Associate | HR Support | Deacero USA Inc.

Contributed to seamless onboarding and payroll integration, aligning new hires. Conducted negotiations with temp agencies and oversaw insurance concerns. Directed company-wide events, offering HR support and solutions to employees.

Notable Accomplishments:

- Created a library of training videos that are now shared company-wide.
- Curated the monthly newsletter.
- Orchestrated the inaugural Health Fair

JUNE 2010 – AUGUST 2018

Accounts Payable Associate | Logistics Assistant | Office Assistant | Deacero USA Inc.

Performed essential month-end closures, and annual inventory for FP, RM, and SP warehouses. Assisted in managing project budgets. Processed credit applications, balanced general ledger accounts, and conducted credit card purchase audits. Scheduled RMA returns, reported FP inventory, and efficiently managed vendor relations and payments. Secured city operating permits and managed event planning.

Skills

Microsoft Office 365, Accounting Software: QuickBooks, **ERP:** SAP **Data Visualization:** Power BI | Tableau, **Coding Languages:** VBA, **Autodesk Suite:** AutoCAD, **Adobe:** Photoshop | Lightroom | Acrobat X, **Operating System:** Windows | Mac, **Other:** BandiCam | Inkscape | Gimp | Scribe | Goodnotes | Get Abstract | Salesforce | Lucidchart SmartDraw | Lucidspark | SAP Concur, **Communications:** SharePoint | Google | Teams | Skype | Zoom | Cisco Webex | TeamViewer | Drop Box **Language:** 100% Bilingual, Spanish