

# Tanay Sanchell

Las Vegas, NV

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## Professional Summary

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Reliable and punctual professional proficient in administration, accounting, and building lasting relationships. Proactive and flexible in handling and solving client issues. Recognized for making consistent and important contributions to business growth plans.

Authorized to work in the US for any employer

## Work Experience

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### **Accounting Specialist II (Hybrid)**

Service Corporation International-Jefferson, LA

August 2024 to Present

Supporting the accounts payable department in invoice processing

- Processing 150-200 invoices daily through ABBYY
- Manual posting invoices in SpendSmart
- Providing accounting support and solutions via email through the IP mailbox
- Ensuring that my team is supported in having an even workload

### **Hair and Makeup Artist (Part Time)**

Petal Salon-New Orleans, LA

May 2022 to December 2025

Providing hairstyling and makeup services for clients

- Bridal makeup, soft glam makeup, full glam makeup
- blowouts, updos, half updos, silk press, braiding, and creative styling
- Rendered services on location at venues, hotels, or airbnbs
- Touch-up services throughout the day/night

### **Accounts Payable Clerk**

Michelli Weighing and Measurement (Temp)-Jefferson, LA

September 2023 to August 2024

Assisted the accounting department by providing full support as an Accounts Payable Clerk

- Processing invoices from email, mail, and the online portals
- Providing financial and administrative support to the accounting department
- Cutting checks every 2 weeks
- Paying vendor bill online, over phone, and by mail
- Making bank deposit runs from the office
- Making post office runs to mail outgoing checks

## **Administrative Assistant | Accounting Clerk**

Pontchartrain Partners, LLC-New Orleans, LA

November 2018 to February 2020

Provided administrative and accounting support for the CORE of Engineers government construction company PLLC.

- Answered all incoming calls and took messages directing them to specific departments
- Opened all mail and distributed it to correct departments
- Ordered office supplies and stocked the office once a month
- Maintained the schedule for the CFO
- Attended weekly meetings every Tuesday taking Meeting Minute notes
- Frequently went to the bank to deposit checks into the business account
- Entered all incoming invoices from mail and email
- Worked with the project managers to code invoices correctly for billing
- Conducted travel arrangements and hotel accommodations for employees
- Resolved account discrepancies
- Cut 100-125 outgoing checks weekly
- Reviewed purchase orders and processed ACH payments to start the jobs
- Pulled and reconciled bank statements quarterly for the company credit cards
- Implemented and improved company's filing system
- Logged incoming checks and wire transfers into QuickBooks Desktop

## Education

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### **Cosmetology (Technical school)**

Vanguard Paul Mitchell-Metairie, LA

April 2021 to May 2022

### **Business Management (Some College)**

Delgado Community College-New Orleans, LA

August 2016 to May 2017

## Skills

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- QuickBooks Online
- Microsoft Office Specialist
- Typing - Average typing speed (60-80 WPM)

## Certifications and Licenses

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### **Cosmetology License**

May 2022 to Present