

## **Patricia Caniglia**

6 H Jeanne Marie Gardens Nanuet, NY 10954 | 914-325-3020 | patriciacaniglia17@gmail.com

### **Work Experience:**

#### **Accounts Receivable Manager**

**May 2003- Present**

Kratos Analytical

- Oversee all processes related to Accounts Receivable including invoicing, reconciliation, payments and auditing.
- Invoice U.S. & Canadian Government entities, such as NASA, NIST, Sandia National Laboratories for purchases of scientific machinery.
- Provide support while contacting clients regarding outstanding invoices.
- Collaborate with Governments, and Higher Education Institutions regarding service contracts for scientific equipment.
- Utilize Sage 50 Accounting Software and Microsoft Excel to process invoices, banking information, and tax information.
- Accurately perform the monthly closing process.
- Ensure the office is supplied with necessary materials.

#### **Sales Associate/ Interior Designer**

**September 1990- April 2003**

Huffman Koos

- Provide a high level of customer service while interacting with customers.
- Consistently boosted sales of furniture.
- Traveled to customer homes to provide design guidance.
- Maintained high-level of knowledge regarding furniture manufacturers.

#### **Payroll Administrator**

**July 1986- May 1988**

FNA Construction

- Ensured accurate and timely distribution of staff paychecks.

### **Education:**

#### **Associate's Degree in Accounting**

Tidewater Community College

### **Skills:**

Sage 50 Accounting Software, Microsoft Office Suite, G-Suite Applications, Customer Service,