

# SHELLEY THOMAS

## ACCOUNTING AND SUPPLY CHAIN



Summerland, BC | 604-786-2839

Professional with a robust background in managing inventory control, purchasing, logistics operations, vendor and customer relations, account reconciliations, and payroll processing. Adept at fostering positive relationships with both vendors and customers while negotiating cost-effective terms. Extensive experience in employing time management and organizational skills to thrive in fast-paced environments. **Key areas of expertise include:**

Inventory Control	Vendor Relations	Account Receivable
Purchasing Operations	Skilled Negotiator	Payroll Processing
Forecasting	Supply Chain Management	Invoice Processing
	Accounts Payable	

### PROFESSIONAL EXPERIENCE

#### Accounting Receivable, Peerless Ltd

Mar 2020 - Present

Assumed responsibility for Receivables just one week after returning from maternity leave, Solely managed receivables for a company with a revenue of \$24 million, Implemented process improvements that enhanced transparency for customers and minimized chances for errors, Launched e-transfer payments, which expedited payment processing from customers, Delivered monthly reports and updates to the parent company, Prepared monthly sales reports for the board of directors, Transitioned customer files from paper to a digital format, Handled daily payment transactions, Conducted credit checks for new customers

##### Key Accomplishments:

- Quickly adapted to the role
- Identified and rectified prior errors
- Contributed to the implementation of process enhancements
- Converted customer files from paper to a digital format

#### Accounting Payable, Peerless Ltd

Apr 2020 - Present

Recorded significant dates for crucial fees and dues, Corrected discrepancies in payables from the prior accounting team, Assumed responsibility for Accounts Payables one month after returning from maternity leave, Independently managed payables for a company with a revenue of \$24 million, Continued discount savings initiatives for vendors offering early payment options, Enhanced job processes for tasks that do not add value, Launched electronic payment systems to improve efficiency in time and costs, Oversaw weekly cheque and electronic payment processing in multiple currencies, Reviewed and processed staff expense reimbursements

##### Key Achievements:

- Swiftly adjusted to the addition role
- Recognized and corrected previous mistakes
- Implemented significant enhancements to processes that do not add value
- Integral contributor in electronic payments

#### Payroll, Peerless Ltd

Jan 2021 - Present

Assumed responsibility for payroll after the previous HR personnel departed, Managed payroll processes for both Union and Non-union employees, Generated weekly and monthly key reports, Developed KPI reports for presentation to the Board of Directors, Monitored employee pension contributions and union dues, Processed reimbursements for staff benefit expenses (e.g., boot allowances, PGA), Submitted WCB quarterly reports and ensured timely payments, Assisted with the onboarding of new hires by creating job advertisements and conducting initial interview calls, Coordinated necessary pre-employment testing, Handled highly confidential reports and information for specific departments, Led the company social committee, keeping members updated on important event dates, organizing specific events, and delegating tasks for assistance.

##### Key Achievements:

- Effectively managed time while balancing ongoing responsibilities
- Took charge of Payroll duties
- Collaborated with new HR staff and offered support for onboarding new employees

#### Purchaser, Peerless Ltd.

July 2018 - Jan 2019

Oversee all purchasing activities, including unplanned purchases, with full control and accountability, Utilize Syspro and internal software to address critical urgent issues promptly, took meticulous notes regarding long lead time vendors to guarantee timely order deliveries, Coordinate with freight carriers for expedited deliveries.

##### Key Achievements:

- Conducting weekly departmental meetings to foster brainstorming and collaboration.

**Purchaser, Ripley Stainless****Feb 2018 - July 2018**

Maintain complete control and accountability over all purchasing operations for inventory items and consumables. Ensure accurate records of inventory levels are kept to guarantee compliance with required standards. Generate and issue Purchase Orders in QuickBooks while addressing any errors that arise. Develop precise pricing forecasts and provide recommendations for necessary adjustments to current strategies.

**Key Achievements:**

- Recognize the most economical vendors before establishing and nurturing positive relationships.

**Purchaser/Accounting, Julian Tile****May 2016 - Jan 2018**

Managed the development and upkeep of forecasts spanning four to six months. Approved purchase order reports while ensuring the prompt execution of purchasing tasks, including the creation of Purchase Orders for stock replenishment and special requests. Provided extensive support to the Accounts Payable and Accounts Receivable teams. Reduced instances of stock-outs and dead stock by diligently monitoring inventory levels. Employed SYSPRO 7 ERP software for daily operational tasks.

**Key Achievements:**

- Spearheaded the acquisition of \$200K in duty drawbacks while maintaining a 99% accuracy rating

**Senior Traffic Assistant, Live to Play Sports****Jan 2008 - May 2016**

Collaborated with buyers to support vendor management operations. Fostered positive internal customer experiences by promptly addressing requests and resolving any issues. Ensured exceptional accuracy while recording and tracking shipping data, as well as updating carrier databases. Processed and entered invoices on a daily basis.

**Key Achievements:**

- Spearheaded the development and execution of a streamlined process for preparing manual wire payments, reducing documentation to a single form, which cut down on unnecessary manual entries and decreased preparation time from 20-25 minutes to just 5-10 minutes.
- Provided staff with essential training by creating comprehensive step-by-step training presentations to ensure their success.
- Contributed significantly to the successful completion of a major initiative focused on transitioning to paperless communications.

**Merchandising Assistant, Live to Play Sports****Jan 2006 - Jan 2008**

I generated all outgoing purchase orders for buyers, while collaborating with suppliers to guarantee timely delivery of materials and items. Additionally, I provided thorough support during item creation and catalog proofing.

**EDUCATION & TRAINING**

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**Certificate in Operations Management - Material Management****BCIT / 2017****Courses completed in Financial Management****BCIT**

Certificate of Participation in Incoterms and Cargo Risk, CIFFA

Certificate of Completion in Letters of Credit, CIFFA

Global Supply Chain Management, BCIT

Intro to Customs Course (online), CSCB

Rental Property Management Licensing Course, UCB

**ADDITIONAL INFORMATION**

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**LMS 1037 Strata - June 2013 - January 2016**

- **Council President** - Delivered hands-on leadership to organization members. Worked closely with property managers and council members, facilitated meetings, and ensured orderly discussions.

**Thank Dog I Am Out - November 2015 / 2016**

- **Various Roles** - Played a crucial role in rescuing and rehoming hundreds of dogs in need. Matched adopters and foster families with new pets while managing all required paperwork.

**Social Committee - Peerless Ltd - January 2021 - July 2025**

- **Committee Chair** - Organized a variety of employee events throughout the year, ensuring budget adherence while prioritizing significant dates.