

OBJECTIVE

Obtain a position in a business environment where I may apply my knowledge, communications, organizational and problem solving skills.

SUMMARY OF SKILLS

- Hardworking, outgoing and dependable team player with strong customer relations skills.
- Motivated self-starter with strong determination and positive attitude toward completing tasks.
- Able to manage multiple priorities in a busy and demanding work setting.
- Can adapt to challenging situations and eager to accept new responsibilities.
- Proficient in using MS Office (Word, Excel, PowerPoint, and Outlook) and QuickBooks.

LANGUAGE SKILLS

- Fluent in Creole and French
- Basic understanding of Spanish

EDUCATION

University of New Haven, New Haven, CT

Masters of Science - Taxation

May, 2013

Central Connecticut State University, New Britain, CT

Bachelors of Science - Accounting, GPA: 3.0

CSCPA Student Pledge (July 2010)

May, 2011

WORK HISTORY

Bakery Clerk, Big Y Supermarket, East Windsor, CT

October 2008-Present

- Provide customer service in a fast paced, demanding retail grocery store and bakery department
- Process special orders and prepare baked goods and items for purchase
- Maintain health code standards in the workspace according to company guidelines
- Work efficiently with minimal to no supervision

Student Tutor, Washington Elementary School, Manchester, CT

September 2007-June 2008

- Organized physical activities for children including competitive and co-operative games
- Communicated with parents about their child's grades and classroom behavior
- Directly worked with children and provided engaging learning opportunities

Houseman, Centennial Inn Suites, Farmington, CT

June 2007-August 2007

- Assisted in managing flow of stock in hotel and recommended more efficient inventory system
- Prepared and submitted weekly inventory reports to supervisor
- Transported customers to and from their workplace and the hotel
- Assisted new guests with finding their rooms and provided luggage assistance

COMMUNITY SERVICE

Volunteer Intern, American Lung Association of CT, East Hartford, CT

May - Sep, 2011

Assisted with organization of the Autumn Escape Bike Trek program and accounting functions.

Volunteer, VITA (Volunteer Income Tax Assistance) Program Certification

June, 2011

Basic, Intermediate and Advanced levels.