

Funmi Adewoye

Contact

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425-472-6664

Education

Centennial College

Software Engineering
Present

Trent University

Bachelor of Business
Administration/Economics |
2019

Key Skills

Transaction Monitoring
Stakeholder Communication
Security Report Writing
Attention to Detail
HTML/CSS/JavaScript
SQL

Certification

CompTIA Security+
2025

Experience

Baker Tilly (Via Altis Recruitment) – Tax Admin Assistant | 03/2024 - 05/2024

- Utilized tax software to manage documents efficiently, ensuring client files were accurately added into the system.
- Cross-checked clients' data between software entries and source documents to ensure accuracy.
- Sorted and assembled essential tax documents while maintaining attention to detail to ensure prompt and accurate delivery of documents to clients.

Scotia Bank – Mastercard Fraud Analyst | 10/2021 - 07/2023

- Conducted thorough investigations by asking pertinent questions to gather critical information on fraud cases.
- Prepared comprehensive fraud cases and dispute issues for examination.
- Analyzed individual transactions for potentially fraudulent activities.
- Proactively communicated with customers to minimize the impact of fraudulent activities.
- Reported and escalated fraud trends to the management team.

MD Financial Management (Contract) - Reporting Administrator | 10/2020 - 04/2021

- Maintained and updated departmental records in the company's database.
- Scanned and distributed documents to team members.
- Managed incoming calls and forwarded them to internal staff.

Nokia (Contract) - Technical Support Representative | 08/2019 - 09/2020

- Assisted customers in resolving issues and documented trouble tickets.
- Provided updates to customers regarding the progress of their trouble tickets via phone calls and emails.
- Created tickets based on severity and service level agreements (SLA).

