

JEAN-MICHAEL SANTIAGO

jmsnov1@gmail.com

EDUCATION

University of Central Florida

Bachelor of Science in Business Administration, Finance

Orlando, FL

Graduation: December 2018

EXPERIENCE

Karin Valle Immigration Law Firm

Orlando, FL | January 2017 – June 2022

-Legal Assistant/Bookkeeper/Legal Document Translator

- 5 years of experience as a translator
- 10000+ Legal and General Documents Translated and filed in court
- Created and maintain an Excel workbook that increased efficiency of bookkeeping and financial operations by 75%
- Contact 20+ noncompliant clients weekly to pay overdue service fees, increasing an average of \$4000 in revenue

Hollister

Clearwater, FL | August 2015 – August 2016

-Sales Associate

- Was offered assistant manager position within a month of employment due to high performance and professionalism
- Continuously met minimum quota of \$8,500 in sales per month, contributing to overall team goal of over \$30,000
- Managed an average daily cash flow of \$1,500 in customer transactions in the form of cash and credit
- Aid 20+ customers with merchandise questions and offered additional information on a daily basis

ACADEMIC PROJECTS

Fall 2016

- Analyzed and extracted financial data for Tesla through a Bloomberg Terminal.
- Recommended project based on the net present value of the project and internal rate of return.
- Built Real State Pro Forms for several properties in Excel.

SKILLS

Computer: MS Word, Excel, PowerPoint,

Certifications: Microsoft Office Specialist Certification

Languages: Fluent in Spanish, Basic Knowledge in Portuguese

Interests: Traveling, Golf, Piano, Real State Analytics