

ANGELENE JEAN-LOUIS
708 S. Fairfield Drive, Peachtree City, GA 30269
Cell: (862) 241-4674
Email: angelene.jeanlouis@Rutgers.edu

OBJECTIVE:

To obtain a position in Accounting/Finance where I can apply my extensive accounting knowledge and experience.

SKILLS/ABILITIES:

- Two years of hands-on accounting experience, where I handled expense tracking, inventory, general entries, month-end and year-end reporting tasks.
- Strong academic foundation in auditing and taxation; currently working towards obtaining the CPA
- Solid organizational skills- able to effectively manage multiple responsibilities requiring extreme attention to detail within deadline-driven environments.
- Knowledgeable in account reconciliation techniques, with background in cash management and auditing procedures.
- Strong knowledge in Microsoft Office (Access, Excel, PowerPoint, Word and XBRL) Tableau, MYSQL, AS/400 and Hyperion
- Strong analytical and problem-solving skills
- Sound knowledge of GAAP, GAAS and IFRS
- Ability to work both independently and as part of a team

PROFESSIONAL EXPERIENCE:

SIGNATURE FLIGHT SUPPORT-EWR., Newark, NJ

May 2015 - April 2017

Staff Accountant

- Processed fuel orders into FMS (fuel management system) and/or AS/400 (accounting system).
- Entered daily ending inventories into FMS and generated monthly and quarterly fuel closing reports.
- Drafted and prepared journal entries, account receivables, accounts payable and business budgets.
- Reconciled Fuel purchase orders and performed various non-finance activities and administrative tasks.
- Reconciled financial discrepancies by collecting and analyzing account information and resolved variances in FMS.
- Assisted in summarizing information for financial statements by collecting data, preparing trial balance, balance sheet, profit and loss statement, and other reports.

OTHER WORK EXPERIENCE:

DELTA AIR LINES, INC., Newark, NJ/Atlanta, GA

August 2005 to Present

Customer Service Representative

- Handle all aspects of above wing operations including baggage services and servicing for Virgin Atlantic, Air France, Swiss Air, and Alitalia.
- Responsible for managing the check-in and boarding process by ensuring Delta's customers have the proper documentation for travel and enforcing immigration restrictions.
- Help customers with routing, trip planning, ticketing, gate boarding, and efficiently coordinate with internal resources while working under pressure and time constraints to dispatch flights on time.
- Acquire good working knowledge of Delta's business policies and procedures.

- Work diligently and compassionately to ensure the happiness of the customers while minimizing unnecessary costs to Delta and maximizing earning whenever it is possible.

PATH MARK STORES, INC., Piscataway, NJ

September 2003 - June 2006

Administrative Assistant

- Involved in many aspects of finances, including data entry for billing and inventory orders.
- Reconciled purchase orders and Performed general office duties and administrative tasks.
- Communicated with vendors via lotus note, maintained invoices and organized office files.
- Compiled and produced documents and reports and filed, copied or faxed required papers to appropriate parties.

EDUCATION:

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

Rutgers Business School – Newark/New Brunswick

Bachelor of Science, Accounting

Graduated: May 2018

- GPA: 3.5
- 150 Credits for CPA to be completed by May 2020

UNION COUNTY COLLEGE (UCC) – CRANFORD, NJ

Associate in Applied Science

Graduated: January 2012

- GPA: 4.0
- Dean's list

2009 - 2012

LEADERSHIP/CAMPUS INVOLVEMNT:

- Team-UP Mentor Certificate of Achievement
- Inductee Golden Key Honor Society
- Inductee Phi Theta Kappa and Psi Beta
- Peer mentoring/tutoring

April 2016/May 2018

October 2015

September 2010

2010 - 2012



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April 30, 2018

Letter of Recommendation: Angelene Jean-Louis

Angelene and I were paired together as mentor-mentee for the Fall 2014 semester through the Rutgers Business School (RBS) TeamUp mentoring program. The program provides RBS students with the opportunity to have a one-to-one mentorship experience for a semester with a business professional. The experience is intended to provide students, like Angelene, with insights about the nature of the profession of their interest and guidance on how to be a successful professional and future business leader.

From the moment I met her, I was encouraged and energized by Angelene's eagerness to learn. We have kept in regular contact ever since, even after the one-semester program had ended. Aside from spending time on her studies, she has continued to balance raising a family and working full-time. During our discussions over the years, she has remained inquisitive, seeks to maintain awareness of current hot topics in the accounting/auditing industry, and learn about the challenges she will face when working in the accounting profession.

Angelene's future is very bright and a firm that brings her onboard will be gaining a diligent, determined individual that will consistently add value to any organization she is a part of.

If you have any questions, please feel free to reach out to me directly at 212-773-0168.

Sincerely,

Stephen A. Verrone
Executive Director, Professional Practice - Financial Services
Ernst & Young LLP



August 20, 2019

Subject: Recommendation for Angelene Jean-Louis

To Whom it May Concern:

It is my pleasure to recommend Ms. Angelene Jean-Louis for any scholarship or job for which she might apply. Angelene attended my Business Policy and Strategy class at the Business School of Rutgers University, New Jersey in Spring 2017. From the start, she stood out from her classmates with her hard work, astute comments, willing teamwork, and discussion-leadership. She always presented well-argued and articulated positions, yet tactfully acknowledged others' opinions that differed from her own. At the end of the course she delivered the best oral presentation of the class, and received a final grade of A within a school-mandated strict grading policy. Angelene is one of those students you will always remember. It was a joy to have her in my class, and I see a bright future ahead of her. She will be an outstanding candidate for any job or scholarship.

If I can be of any further assistance, or provide you with more information, please do not hesitate to contact me.

Yours sincerely,

Andres Velez-Calle, Ph.D.

Assistant Professor

Universidad EAFIT