**EDUCATION**

**Brooklyn College Brooklyn, NY**

*B.B.A Accounting**& Actuary Science (January 2013)*

**Drake University Des Moines, IA**

*B.Sc Actuary Science & Accounting*

* Dean’s List (Fall 2010)
* Presidential Scholarship (August 2010- May 2012)
* Highlighted Coursework Financial Accounting, Managerial Accounting, Accounting Systems, Calculus 2, Theory of Interest

**Ardenne High School** **Kingston, Jamaica**

* Caribbean Examination Council Certification (CXC): Management of Business, Financial Accounting, Economics
* Recognition for: Vice President of Consumer Affairs Club, Student Council Representative

**WORK EXPERIENCE**

**Friends of Crown Heights Brooklyn, NY**  October 2012-May 2012

*Teacher’s Aide*

* Execute age appropriate activities that support the Head Start standards, the NAEYC
* Assess children by maintain anecdotal notes, written observations, Administer ESI-R screening, NRS, Creative Curriculum, Ages and Stages Questionnaire, Ages and Stages SE Questionnaire and other approved forms of documentation for each child
* Participating in professional workshops that work for the improvement of early childhood education

**Jamaica 50 Secretariat Kingston, Jamaica**  June 2012 – August 2012

*Social Media Intern*

* Manage presence in social networking sites Facebook and Twitter
* Become an advocate of Jamaica 50 on social media spaces, engaging in dialogues and answering questions where appropriate
* Manage social media day to day activities and implement social media campaigns- increased social media presence by 40%

**Drake University Des Moines, IA** February 2011 – May 2012

*Phonathon Caller*

* Serve as an ambassador by establishing an open and engaging line of communication between the University and its supporters
* Call constituents (alumni, parents and friends of University) to build rapport, update demographic information and acquire gifts to the Annual Fund
* Gain an understanding of the University, its organizational structure, and its annual needs for financial support (raised over $20,000 for the University)
* Work with other callers in a team oriented environment to further the development of the student calling program and reach goals

**RBC Royal Bank Limited Kingston, Jamaica** June 2011 – August 2011

*Operations/Credit Department Intern*

* Assisting with answering customer inquiries regarding balances, items cleared, check copies and providing general customer service
* Assisting the credit analyst as he helps loan officers in gathering data from customers, internal and outside sources; prepares spreadsheets and analyzes financial information

**AWARDS/ACTIVITIES**

* Executive Council of Drake’s International Students Association
* Ambassador of Caribbean and South America at Drake University
* Drake Actuary Students Society
* Drake Sports Business Network

**SKILLS**

* Proficient in MS Office (Excel, Word, PowerPoint, Access & Outlook)
* Knowledge of operating Quickbooks and Peachtree
* Knowledge of French and Spanish