

KEVIN FLAKES

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EXPERIENCE

Everis Group USA

March 2015 – June 2017

Business Analyst

- Coordinated interaction between IT and business stakeholders to launch an improved banking product line as defined by executive management of a Top 10 Global Bank.
- Reported process analyses and risk assessments to stakeholders to steer team in product development.
- Liaised with stakeholders to align testing strategies, timelines, and create cogent reporting of project life-cycle for PMO.
- Managed cycles of testing including regression, user acceptance, integration and performance to ensure client defined requirements were met.
- Performed regulatory SOX assurance to validate banking applications are accurate and complete according to standard audit practices.

W.B. Mason Co.

June 2014 – March 2015

Staff Auditor Intern

- Conducted an operational cash applications audit reporting corporate process gaps, a risk assessment and recommendations to executive management according to generally accepted accounting principles.
- Provided quality assurance of corporate cash receipt, card, and collection transactions validating complete and accurate financial reporting to external auditors.
- Liaised with external auditors (PwC) in year-end audit to ensure accuracy and completeness in inventory and financial reporting.

Volunteer in Tax Assistance (VITA)

January 2014 – May 2014

Intern

- Provided a supervisory quality review of volunteers to ensure patron tax filings were accurately reported.
- Troubleshooted and corrected electronic filings for IRS review.

EDUCATION

Bachelor of Science in Accounting, GPA 3.4

UNIVERSITY OF MASSACHUSETTS DARTMOUTH — NEW BEDFORD, MA

LEADERSHIP EXPERIENCE

University of Massachusetts Dartmouth - Dartmouth, MA

Black Student Union

September 2011 – May 2013

Treasurer

- Developed and managed the largest student-led organization working budget on campus.
- Organized and launched routine fundraising initiatives to generate new streams of revenue for organization's legacy account.
- Created data driven break-even analyses for fundraising, annual, and sponsored events.
- Worked alongside executive board members on to create legacy events.

SKILLS

COMPUTER:

- Advanced competency in all MS Office Suite (Word, Visio, Excel, Outlook and PowerPoint)
- Familiar with both PC and MAC platforms