**JEAN FILS-AIME**

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**Objective:** To obtain a position by adding value through utilizing my superior knowledge, prospecting and calculation abilities in the business.

**Education University of Central Florida** Orlando, FL

*Bachelor in Accounting*  May 2016

Minor: Finance

Certificate: Full Stack Web Developer

**Broward College**  Ft. Lauderdale, FL

*Associate of Arts in Accounting and Architecture*  July 2012

**Accounting/Finance/Web Developer Skills**

* Accounts payable, Accounts receivable, Cost Accounting
* Theory, concepts, practice methods of determining the taxable income and tax liabilities of business entities
* Excellent time management, organization and problem solving skills with ability to organize and prioritize numerous tasks and complete same under time constraints
* Ability to effectively troubleshoot external client issue
* Strong client relationship building skills
* Fluent in English, French and Creole
* Proficient in MS Office (Word, Excel, Access, PowerPoint)
* Full Stack Web Developer (HTML, JavaScript, jQuery, Node.js, MySQL, React.js, Mongodb, Heroku, PHP Frameworks like Laravel, )

**Work Experience**

**ADP** Orlando, FL

*Associate Tax client support consultant*  March 2017- Present

* Serve as a consultant in servicing ADP’s products/technologies, date entry, Tax File, Amendment
* Analyze the payroll to ensure that the right tax was paid.
* File/amend tax returns timely in accordance with Agency, Region and Client requirements.
* Prepare general ledgers entries
* Reconcile payroll prior to transmission and validate confirmed reports · Handle escalate client concerns.
* Research client, agency and payroll center inquiries and respond in a timely, accurate and professional manner.
* Review financial data to ensure that all expenses, receipts, distributions, and other accounting transactions are accurately recorded during the financial review.
* Assist with all clients requests for analysis and research of financial information.(change to client coding tax)
* Set up new employee for client with on ADP Software along with Internal Revenue Service (IRS) and State Agencies.

**FBC Mortgage** Orlando, FL

*Credit Risk Analyst* July 2016- March 2017

* Responsible for the efficient and accurate financial and credit risk analysis for prospective
* reviews and assesses the financial history of a person or company to determine if they are a good candidate for a loan
* determine the risk of default to the bank or lender

**Wells Fargo** Orlando, FL

*Teller* March 2015-July 2016

* Process transaction such as deposits, withdraw and creating cashier’s check
* Count currency, coins and checks by hand or machine
* Explain, Promote different products and services such as checking/saving accounts credit card, and loan to make customer financial goal easier.

**Walmart**  Orlando, FL

*Inventory management system (IMS)* August 2013- July 2016

* Apply strong detail-oriented skills while manually correcting shelf caps(automated inventory totals)
* Scan and update the merchandise in the backroom, ensuring inventory levels are maintained

*Support Manager* Coral Springs FL

* Responsible for delegating tasks and communicating with employees March 2010-August 2013
* Trained associates, planned, assigned and directed work

**Campus Involvement**

Student Accounting Society, National Associate of Black Accountants Springs 2014- Present