

## **Akeem G Clarke**

**Contact:** | (347) 304-4422

**Email:** [javantieclarke@hotmail.com](mailto:javantieclarke@hotmail.com)

### **EDUCATION:**

**CUNY Medgar Evers College**

**New York, NY**

Business Administration (A.S)

Accounting (B.S)

### **Certification:**

- Cisco CCNA Certified
- CompTIA A+, Security+, Network+ Certified

### **Professional Experience:**

**Chief Executive Officer**

**10/2016 – Present**

AC Auto Group

**Hartford, CT**

- ✦ Creates an environment and culture that focuses on fulfilling the company's mission, vision, and values.
- ✦ Operational management of all business departments.
- ✦ Develops business prospects by studying economic trends and revenue opportunities, identifying opportunities for improvement, cost reduction, and systems enhancement.
- ✦ Ensures the company is staffed with well-trained, quality, and engaged employees at all times; works closely with the executive management team to develop effective hiring, training, and compensation plans to retain our quality talent; and leads and mentors staff, engaging and empowering them to be successful in serving customers.
- ✦ Oversees financial performance and risk profile while ensuring that all of regulatory obligations are met; manages the design and implementation of new products and services; and oversees brand development and the implementation of effective marketing strategies.
- ✦ Focuses on consensus building efforts and strategic planning.
- ✦ Ensures the timely submission of month-end financial and operational reviews, contributes to the development of and participation in corporate-wide strategic planning efforts.
- ✦ Monitors company performance by measuring and analyzing results, initiating corrective actions, and minimizing the impact of variances.
- ✦ Increases revenues and income before inter-company allocations and implements operating cost controls in the areas of staffing, supplies, purchased services, etc.
- ✦ Effectively manages contract negotiations and statutory compliance.

**Business Development Manager**

Junk A Car Inc.

**10/2013- 09/ 2016**

**Brooklyn, NY**

- ✦ Acquired new client accounts, establish client credit line, and managed billings/collections.
- ✦ Created new revenue streams by venturing into new markets using creative marketing strategies.

- ✦ Work directly with CFO in creating sales and marketing strategies, client contacts and rate agreements for the organization.
- ✦ Resolve any issues that partner clients may have regarding billings or bid adjustments.
- ✦ Maintain and update daily operational metrics/KPI's

**Account Receivable Manager**

**05/2010- 10/2013**

Junk A Car Inc.

**Brooklyn, NY**

- ✦ Collection of account receivables due by clients for services rendered weekly.
- ✦ Responsible for 4080 accounts for clients who work with Junk A Car Inc.
- ✦ Individually improved collection by 118% over a six-month period.
- ✦ Meeting assigned weekly goal and target collection numbers.
- ✦ Relay to controller all accounts that needed to be written off as bad debt.

**Tax Preparer Agent**

**01/2016 - Present**

IRS VITA/TCE

**Brooklyn, NY**

- ✦ Prepared and filed individual and small business tax returns using TaxSlayer software.
- ✦ Advised taxpayers of their rights and responsibilities as taxpayers.
- ✦ Exercised due diligence during tax interviews.
- ✦ Ensured the proper credits, deductions, and tax liabilities were applied to tax returns, according to Publication 17 Federal Tax Code.
- ✦ Prepared federal tax documents by assembling and analyzing financial information completing forms using software.
- ✦ Recorded tax information by entering information into database.

**TECHNICAL SKILLS:**

- ✦ Microsoft Office (Word/Excel/Power Point/ Access), Quick Books
- ✦ Web Development (CSS, HTML5, PHP, JQuery, JavaScript)

**\*References:** Available Upon Request.