**EDUCATION:**

**CUNY Medgar Ever College New York, NY**

Business Administration (**A.S**)

Accounting (**B.S**)

**Certification:**

* CompTIA A+, Security+, Network+ Certified

**Professional Experience:**

**Director of Operations**   **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, while works closely with the management team to develop effective hiring, training, and compensation plans to retain our quality talent.
* 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**](https://www.linkedin.com/vsearch/p?title=Account+Executive%2FAcquisition+Manager&trk=prof-exp-title)

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

**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.

**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.

**TECHNICAL SKILLS:**

* Microsoft Office (Word/Excel/Power Point/ Access)
* Quick Books
* Web Development Skills:
  + CSS
  + HTML5
  + JavaScript

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