Kopona Otosi (KC)
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EDUCATION

University of Southern California B.A. in Social Sciences (Economics)   (Aug 2018)
Los Angeles, CA

- **Major:** Social Sciences (Economics)

Kickstart Coding LLC   (Oct 2019 - present)
Oakland, CA

- **Coding Bootcamp:** Front and Back-End Development

SKILLS

- Beginner Level Back-End Development (Python, HTML, Bash, and Git/Github)
- CRM (Salesforce, RAPID, RouteOne, eOriginal, and defi Solutions)
- General Computer Expertise (e.g. Microsoft Word, Powerpoint, Excel [Pivot Tables, VLOOKUP's, Data Tables, and Queries], Access, Visio, and Outlook)
- Google Office (Docs, Slides, and Sheets)

EXPERIENCE

Surplus Line Association of California / Data Analyst (Contract)   (Mar 2019 – Oct 2019)
San Ramon, CA

- Reviewed 335+ surplus lines insurance policies per week to ensure compliance with State of California regulatory requirements
- Coordinated with Clerical, IT, and Quality Review teams to ensure all required details pertaining to each transaction were complete, accurate and compliant with California State regulation
- Recorded information and ensured data quality across multiple systems including but not limited to RAPID, Microsoft Excel, and Word
- Liaised between SLA and brokers nationwide to clarify compliance requirements for policies being filed in California

Tesla, Inc. / Documentation Generation Specialist, Finance Operations (Contract)   (Nov 2018 – Feb 2019)
Fremont, CA

- Prepared and reviewed 250+ auto loan and leasing contracts per week for United States and Canada
- Coordinated with Credit, Tax, Sales, and Delivery Specialists to ensure all required details pertaining to each transaction were complete, accurate and compliant with state/province regulation
- Recorded information and ensured data quality across multiple systems including but not limited to Salesforce, RouteOne, eOriginal, and defi Solutions
- Served as an authority on vehicle taxes and registration fees
- Worked with IT teams to identify and solve system issues

Amazon / Seasonal Sortation Associate   (Aug 2018 – Nov 2018)
Newark, CA

- Sorted packages based on size and destination
- Built, wrapped, and transported pallets via pallet jack
- Handled packages from small envelopes to boxes ranging up to 49 pounds