Kopona Otosi (KC)
130 Fairfax Ave
Los Angeles, CA 90019
510.921.7024
kopona.otosi@gmail.com
https://github.com/koponaotosi/

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 – Feb 2020)
Oakland, CA

- **Coding Bootcamp:** Full Stack Development

SKILLS

- Beginner Level Full Stack Development via Windows & Linux (Python [Jinja2 & Django], HTML, JavaScript [JSX & React], Bash, SQLite, Postgres and Git/Github)
- CRM (Oracle, Salesforce, RAPID, RouteOne, eOriginal, and defi Solutions)
- General Computer Expertise (e.g. Microsoft Word, Powerpoint, Excel [Pivot Tables & VLOOKUP's], and Outlook)
- Google Suite (Docs, Slides, and Sheets)

EXPERIENCE

Aviat Networks / Revenue Assurance Contractor   (Dec 2019 – Feb 2020)
Milpitas, CA

- Collect and analyze data from various systems utilizing Oracle, Noetix, and Excel (Pivot Table and Vlookup)
- Perform monthly accounting close responsibilities, including but not limited to: ASC 605/606 revenue analysis, unrecognized revenue analysis, and accounts receivable.
- Assist in the creation of invoices, POD cutoff reports, and pre- and post-billing hold reports.
- Coordinate with Project Management and Delivery Specialists to ensure arrival of goods, completion of services, and processing of credit memos when necessary.

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