

Jonelle Adderley

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EXECUTIVE SUMMARY

Current finance major at the University of Central Florida with an interest in accounting/bookkeeping and management. Focused on professional growth and development, while seeking opportunities that will contribute to long term career goals of enhancing my skills and qualifications.

EDUCATION

University of Central Florida, Orlando, FL **May 2022**
Bachelor of Science in Business Administration, Finance
Cumulative GPA: 3.18

Valencia Community College, Orlando, FL **May 2020**
Associates of Arts in Business Administration
Cumulative GPA: 3.26

RELEVANT COURSEWORK

- Business Finance
- Computer Fundamentals for Business
- Management of Organizations
- Marketing
- Intermediate Accounting I
- Legal and Ethical Environment of Business

PROFESSIONAL EXPERIENCE

Hydro-Fi Gambia - Remote **June 2021-Present**
Treasurer

- Review and approve department budgets that are submitted by team members.
- Coordinate and direct financial planning and investment activities.
- Strategizing and researching fundraising opportunities.
- Maintain records of all financial spending and debt payments.

KTH Physiotherapy – Nassau, BS **August 2017 – April 2018**
Scanning Project + Clerical Assistant

- Digitized 6000+ patient files by scanning and saving them onto computer drives providing quick access to files.
- Organized files by alphabetizing them and removing old patient files that were out of date.
- Backup for receptionist when on vacation or when unavailable.
- Performed other clerical duties including calling, confirming, and setting appointments.
- Provided data entry support using computerized record management systems.
- Successfully received and processed patients' medical insurance.

HONORS

Dean's List **Spring 2019, Spring 2021**
President's List **Fall 2018, Fall 2019, Spring 2020**
Inducted member of Phi Theta Kappa **Spring 2019**

CERTIFICATES

LinkedIn Learning – Accounting Foundations: Managerial Accounting **February 2022**
LinkedIn Learning – Accounting Foundations: Bookkeeping **November 2021**
LinkedIn Learning – Advanced Bookkeeping Techniques **November 2021**
Technical Certificate – Operations Support and Services **December 2019**
Technical Certificate – Business Specialist **December 2018**