

Jean-Emmanuel Edmond

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SUMMARY

Accounting Student who is organized and detailed oriented. Handle multiple responsibilities, while providing exceptional customer service. Ability to quickly learn and master new skills.

Additional qualifications include:

- Ability to interact with all individuals with professionalism.
- Proficient in QuickBooks, Microsoft Word, Excel, PowerPoint, Database, and Internet.
- Effectively manage time in challenging environments.
- Ability to maintain good working relationship with fellow co-workers.
- Multilingual: English, French, and Creole.

EDUCATION

Bunker Hill Community College

Boston MA

Associate in Science Degree Candidate – Accounting

Anticipated: December 2019

- Accounting Information Systems
- Computer Applications Concepts
- Principles of Accounting I
- Principles of Accounting II
- Introduction to Business
- Personal Income Tax
- Volunteer Income Tax Assistance
- Cost Accounting
- Organizational Behavior/Design
- Principles of management
- Micro Economics

EXPERIENCE

ABM Aviation

East Boston, MA

Warehouse Receiving Clerk

Mars 2018 – Present

- Responsible for detail receiving all merchandises.
- Operate electric and manual pallet jack in order to pick orders or receive in stock.
- Ensure all materials are packed properly.
- Manage physical stocks, move and maintain the effective overall stock flow and storage spaces.
- Physical inventories.
- Clean and maintain the appearance of all merchandise and customer areas.

- Stock and rotate all incoming goods, verify of quantity/quality and specifications, accurately process of receiving paperwork.
- Carry out routine maintenance and housekeeping of the Warehouse facility.

Worc Inc

Boston, MA

Community training specialist

March 2016 – September 2017

- Provided transportation to and from day program and other situation
- Followed emergency protocol
- Attempted staff meetings
- Helped people grow through their life experiences
- Helped individuals to achieve their goals
- Assisted individuals and helped them in crisis situation

Propark

Boston, MA

Delivery Driver

2017 – March 2018

- Deliver package for Amazon Fresh.

Office National Assurance-Vieillesse (ONA)

Haiti

Manager of Bank Teller Department

December 1994 – July 2015

- Supervised the department and managed staff
- Supervised all financial matters
- Prepared financial reports, summaries and balance
- Managed finance operation and monitored cash flow
- Processed cash, checks for deposit
- Supervised the collection of money
- Used computers to record and organize reports, balance
- Identified and solved issues

Baptist Church of Simon/ MEBSH

Haiti

President board of Youth Association AJEBS

June 2013 – July 2015

- Managed the association
- Organized and managed all activities (Meetings, Seminars, Conferences)

Baptist Church of Simon/ MEBSH
Secretary / Director of finances / Groups Coordinator

Haiti
February 2004 – July 2014

- Organized and maintained paper and computer files
- Reviewed and distributed mail
- Maintained scheduling and organized concerts
- Scheduled meetings and appointments
- Photocopied, Scanned, and organized documents
- Prepared or produced correspondence and other documents
- Collect cash and checks
- Processed cash, checks for deposit, payroll
- Prepared financial reports, summaries and balance
- Produced member digital ID cards

REFERENCE

- Jomate Theodore Social worker (617) 653-8057
- Louis L. Meneus Pastor (617) 642-2822