

QUALIFICATION SUMMARY

- Expanding my professional portfolio through independent engagements and group collaborations in diverse environments to solve complex business issues.
- Able to coordinate efficient strategies through utilizing situational details to optimize positive results.
- Effective input and analytical skills through frequent use of Microsoft Office applications, Sage 100, and Route Center.

PROFESSIONAL EXPERIENCE

Genesis Fund Services (Bahamas)

October 2022 to Current

Fund Accountant

- Reconcile bank accounts and investment transactions to prepare NAV Reports for daily, monthly, quarterly, and semi-annual funds in multi-currencies valued over \$15 million.
- Compile financial statements and support documents to execute investment managers, external auditors, fund administrators, brokers and custodians' requests.

PricewaterhouseCoopers (Bahamas)

September 2020 to September 2022

Audit Associate

- Analyze data and information to test financial statement accounts to ensure client financials comply with relevant regulations and reporting frameworks including IFRS and US GAAP.
- Trained and supervised juniors to perform analysis and document work papers for multiple financial statement line items.

Brickell Management Group, Nassau, Bahamas

November 2019 to February 2020

Accountant

- Compiled and reviewed monthly financial statement for the parent company and all subsidiaries.
- Reconciled intercompany transactions between parent companies and all subsidiaries.

J. P. Morgan Trust Company (Bahamas) Limited

September 2018 to April 2019 & February 2020 to July 2020

Client Accountant

- Compiled and reviewed financial statements and asset summaries for trust clients.
- Participated as a key member of a systems conversion project team involving the transfer of all client accounts to a newly initialized companywide system

Caribbean Bottling Company (Coca-Cola)

March 2017 to September 2018

Accounts Clerk

- Utilized Route Center and Sage 100 to perform accounts receivable and payable task daily.
- Managed US\$ and B\$ bank reconciliations and general ledgers to ensure accuracy of transactions.

UCF Trading Company, Nassau, Bahamas

June 2014 to August 2014

Office Messenger

- Recorded and tracked financial instruments valued over \$1,000 between the bank and UCF daily
- Delivered and retrieved documents from relevant business partners

ACCOUNTING SOFTWARE EXPERIENCE

- | | | |
|-----------------------|---------------------------------|--------------------------|
| • PFS-PAXUS | • Microgen Series 5 | • Aura Platinum |
| • QuickBooks | • CIS 14.7.0 Information System | • QuickBooks |
| • IFS Taskforce IPBWS | • Content Manager | • High Jump Route-Center |

EDUCATION

University of South Florida, Tampa, FL

December 2016

Bachelor of Science in Accounting, Cum Laude

College of the Bahamas, Nassau, Bahamas

December 2013

Associates of Arts in Law and Criminal Justice, with distinction

PROFESSIONAL MEMEBERSHIPS, AND TRAINING

- Bahamas Institute of Chartered Accountants (BICA)
- The American Institute of Certified Public Accountants (AICPA)
- Anti-Money Laundering Training (GFS 2024, PwC 2020, J. P. Morgan 2019 & 2018)
- Citigroup Anti-Money Laundering Boot Camp Certificate of Completion