

JERINE N. ANDERSON

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CAREER OBJECTIVE

An aspiring Auditing/Accounting professional seeks to contribute to the growth and development of a dynamic team while maintaining customer satisfaction by upholding core values.

EDUCATION & QUALIFICATIONS

University of Technology Jamaica.	2018 - Present
Bachelor' Degree in Business Administration, Accounting (Major.)	Pending
Portmore Community College.	2012 – 2016
Associate of Science Degree in Business Studies.	
National HEART Trust (NTA).	2011-2012
NVQ Certificate Level 1&2 in Electrical Installation.	
Jonathan Grant High School.	2004-2009
Seven CSEC PASSES.	

PROFESSIONAL EXPERIENCE

Accounting Assistant, March 30, 2021 to Present

University of Technology, Jamaica, 237, Old Hope Road, Kingston 6.

- Customer Service
- Collection of Cheques
- Debt Collection
- Preparation of Memos for Receipting of Cheques.
- Filed manually and digitally.
- Prepared and mailed advicement letters to debtors.
- Assisted students with query.
- Updating and creation of allocation book.
- Filing of Receivables Journals
- Technical Assistance
- Prepared Allocation Report

Financial Associate, Customer Solution, June 22, 2020 to March 24, 2021

Sutherland Global Solutions, 30 – 34 Knutsford Boulevard, Kingston, Jamaica

- Worked in the Collections Department.
- Making Outbound calls
- Answering Inbound calls

- Data entry
- Advising Customers based on their account's detail.

Receptionist, October 7, 2019 to March 17, 2020

University of Technology, Jamaica, 237, Old Hope Road, Kingston 6.

- Answering the telephone.
- Serves visitors by greeting, welcoming & directing them appropriately.
- Check documents/ assist with the verification of documentations for senior management.
- Assist students with the filling out of forms.
- Supports continuity among work teams by documenting and communicating by updating systematic procedures including filing.

Administrative Assistant/ Investigator, April 3, 2017 to May 28, 2019

Harcon Business & Investigation Services limited, #4 Lismore Ave. Kingston 5.

- Updated accounting records.
- Prepared documents using Microsoft Excel and Word.
- Prepared and filed documents.
- Answered telephone calls from the Insurance Company, Customers and Investigators in relation to Investigations and Motor Vehicle Valuations.
- Assigned Tasks to Investigators.
- Wrote reports after investigating Accidents and Incidents.
- Carried out background checks.
- Trained new employees.
- Bearer

Cashier /Store Clerk, October 20, 2014 to May 31, 2015 and June 20, 2009- August 25, 2012.

Cheap Sweet Wholesale & Grocery Ltd, Independent City, Portmore St. Catherine.

- Cashed items.
- Took Stocks.
- Stocked Shelves.
- Packaged meats.
- Prepared Meals.

SUMMER EXPERIENCE

Cashier and Canteen Assistant, July 4th 2013 to August 2nd 2013.

Good Times Summer Camp, St. Hugh's High School, Kingston 5.

- Cashed items for students.
- Served meals.

WORK & TRAVEL EXPERIENCE

Prep Cook/ Inventory Assistant/ Line Cook/ Dishwashers Supervisor, June 17, 2019 to September 3, 2019.

Boswicks on the Harbor, 39 Gann Rd, East Hampton, NY 11937, United States.

- Supervised Dishwashers.

- Received Deliveries.
- Inventory Management.
- Prepared Meals.
- Prepped foods for service.
- Baked Pastries.

Prep Cook, May 30, 2019 to June 19, 2019

Moby's Restaurant, 295 Three Mile Harbor Hog Creek Rd, East Hampton, NY 11937, United States

- Prepped foods as instructed by Supervisors.

Food Preparation/ Dishwasher May 24, 2015 to August 29, 2015.

Serafina Italian Restaurant, East Hampton, New York.

- Prepared foods as instructed by Supervisor.
- Organized and cleaned cold storage room.
- Washed Dishes, Utensils, Glasses Pots and Pans.

Store Clerk, May 22, 2015 to August 29, 2015.

Cirilo's Market IGA Supersaver Inc., Amagansett, New York

- Stocked shelves.
- Unpacked containers.
- Packed and cleaned goods storage areas.
- Assisted with putting up flyers.
- Inventory.
- Monitored and cleaned Bottle recycle machines.
- Prepared fruit packages for sale.

Ride Attendant, July 23, 2014 to August 18, 2014

The Track Family Recreation Center, Gulf Shores, Alabama

- Assisted Customers with getting on various rides.
- Operated rides.
- Assisted with repairing rides.
- Park Services.

Park Services, June 23, 2014 to July 11, 2014.

Waterville USA, Gulf Shores, Alabama.

- Supervised Park Services Employees.
- Assisted Customers.
- Prepared Burgers, Pizza, Fries and Hot Dogs.
- Cleaned pool and park area.

Housekeeping, June 05, 2014 to August 15, 2014.

Meyer's Services, Foley, Alabama.

- Cleaned condos and hotel rooms.

ACHIEVEMENTS

Sagikor Innovation Challenge, February 15, 2021 to June 8, 2021.

Team (Young Innovators), Innovation: Jamart Ecommerce Platform, The Team was placed second in the competition.

VOLUNTARY EXPERIENCE

Administrative Assistant (Voluntary Work), September 21, 2015 to December 2016.

Troja Primary, Junior High and Infant School, Troja District, Troja P.O. St. Catherine.

- Updated accounting records.
- Created documents using Microsoft Excel and Word.
- Filed and retrieved documents.
- Part time Teaching
- Cashier and canteen assistant.
- Assisted in Planning and decorating for events and programs.

HIGHLIGHTS

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|----------------------------|----------------------------|
| ➤ Interpersonal Skills | ➤ Electrical Installations |
| ➤ Team Building/Leadership | ➤ Sharp Problem Solver |
| ➤ Energetic work attitude | ➤ Investigating |
| ➤ Technology | ➤ Data Processing |
| ➤ Service Oriented | ➤ Proficient with Sage 50 |

REFERENCES

Mr. Oswy Gayle

Lecturer (University of Technology, Jamaica)

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