

EDUCATION

Rutgers, The State University of New Jersey , Newark, NJ <i>Master of Public Administration Candidate</i> GPA: 3.92	January 2021
Missouri State University , Springfield, MO <i>Bachelor of Business Administration - (UGRAD Exchange Program) (Study Abroad)</i>	May 2010 – May 2011
Université Notre Dame d'Haïti , Port-au-Prince, Haïti <i>Bachelor of Business Administration</i>	Sept 2007 – May 2011

WORK EXPERIENCE

Conference on Jewish Material Claims against Germany, (Claims Conference) <i>Allocations Payment Associate</i> <ul style="list-style-type: none">• Prepared payments and Appropriate Paperwork for Grants Payments through Fluxx• Recorded all payment transactions on QuickBooks, and the Grant database• Reconciled Open Grants Quarterly• Ensured proper storage of grants payments file for Audit. (electronically and physically)	April 2019- Present
Accounting Clerk <ul style="list-style-type: none">• Logged in invoice information in login sheet for AP• Scanned invoices for processing• Mailed checks to vendors• Ensured proper storage of Department Documents	November 2018- October 2019
Windsor Resources , New York, New York (TEMP) <i>French translator</i> <ul style="list-style-type: none">• Translation of claimant's documents from French to English for caseworkers	May 2018-November 2018
Centre de Formation et D'encadrement Technique , Port-au-Prince, Haïti <i>Recruitment and HR-Outsourcing Manager</i> <ul style="list-style-type: none">• Managed and led special projects and Provided support on employee relation issues• Coordinated recruitment process for clients from Job posting to pre-screening interviews• Coordinated benefits for over 150+ employees• Tracked employee timesheets and vacation calendars and time off balances• Drafted financial propositions for client bid.	July 2016 – April 2017
La Générale Construction et Distribution S.A. , Port-au-Prince, Haïti <i>Operations and Administrative Manager</i> <ul style="list-style-type: none">• Coordinated operations and administrative operations for over 10 construction and renovations projects• Supervised administrative and maintenance crew• Coordinated procurement of sites, and delivery to corresponding sites• Scheduled and Monitored budget of all projects to ensure effectiveness and efficiency• Organized company fleet to reduce fuel consumption	October 2014 – October 2015
Account Manager/Administrative Assistant <ul style="list-style-type: none">• Managed customer experience• Designed filing system• Managed inventory• Created template for presentation documents for meetings	November 2011 – October 2014

TRAINING COURSES:

Certificate PMD PRO level 1/ APM Group, Project Management

MEMBERSHIP:**American Society for Public Administration**

Rutgers University Student Member

December 2019 – Present

SKILLS:

Software: Word, Excel, PowerPoint, Outlook, QuickBooks, Fluxx, JASP

Language: French, Haitian Creole, Basic Spanish