

Charmaine P. Raymond

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Objective

To obtain a full-time position.

Employment History

BEHAVIOR SPECIALIST: ROYAL PALM SCHOOL LANTANA, FL – MARCH 2013 – PRESENT

- ♦ Assists students with behavior and physical needs.
- ♦ Responsible for assessing students with behavior issues, collecting data on the students, and working with teachers.

ACCOUNTING PARAPROFSSIONAL: FLORIDA ATLANTIC UNIVERSITY BOCA RATON, FL – JANUARY 2011 – APRIL 2012

- ♦ Assistant to FAU controller.
- ♦ Processing invoices. Accounts Payable
- ♦ Advanced Reconciliation and tracking of daily transactions.
- ♦ Posting, linking, and verifying accounts to ensure all payments processed by the department are done timely, accurately, and in compliance with university and state policies and procedures.

CAREER TECHNOLOGY TEACHER: ATLANTIC HIGH SCHOOL DELRAY BEACH, FL – 2008-2009

- ♦ Taught students to use accounting principles applications and software in workplace to gain employability skills.
- ♦ Taught students to demonstrate an understanding and application of technology for the workplace.

TECH SUPPORT: PALM BEACH COUNTY SCHOOL DISTRICT – 2007-2013

- ♦ Day to day on call substitute teacher.
- ♦ Follow plans as left by the regular classroom teacher.
- ♦ Apply classroom management skills, to effectively communicate and execute the daily schedule and lessons.

ADMISSION TECH ADVISOR: KAPLAN UNIVERSITY BOCA RATON, FL MAY 2007-DEC 2008

- ♦ Interview, advise, and enroll prospective students online.
- ♦ Consultant.

ACCOUNTS PAYABLE SPECIALIST: OFFICE DEPOT CORPORATE HEADQUARTERS DELRAY BEACH, FL – JAN 2005- MAR 2007

- ♦ Daily posting of journal entries for accounting records.
- ♦ Research and balance customer accounts.
- ♦ Posting, linking, and verifying accounts to obtain financial data for use in maintaining accounting records.

SALES REPRESENTATIVE: MACY'S BOYNTON BEACH, FL – 2000-2005

- ♦ Knowledgeable sales representative.
- ♦ Develop communication and social skills.
- ♦ Open new account for customers.
- ♦ Money handling responsibilities.
- ♦ Served Customers.

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Education

KAPLAN UNIVERSITY – DELRAY BEACH, FL
Masters of Science in Information Technology, 2010
3.77/4.00 GPA

FLORIDA ATLANTIC UNIVERSITY - BOCA RATON, FL
Bachelors of Arts in Business Administration and Marketing, 2005

LAKE WORTH COMMUNITY HIGH SCHOOL - LAKE WORTH, FL
High School Diploma, 2000

Technology Summary

- ◆ Systems - Mac OS , Windows 7/NT/2000/XP/2K3,
- ◆ Certifications – Troubleshooting Windows and Mac
- ◆ Databases – Rational databases, Banner
- ◆ Languages – SQL and HTML
- ◆ Software – MS Office, MS Project, MS Visio, Dreamweaver

Skills Summary

- | | | |
|--------------------------|--------------------|------------------------------|
| ◆ Accounting experience | ◆ Apple Pages | ◆ Adobe |
| ◆ Report Preparation | ◆ Customer Service | ◆ Leadership Skills |
| ◆ Written Correspondence | ◆ Scheduling | ◆ Front-Office Operations |
| ◆ General Office Skills | ◆ WordPress | ◆ Professional Presentations |
| ◆ Mac Book | ◆ Microsoft Office | |

Languages

- ◆ Also speak and read Haitian creole.

Professional Affiliations

BUDGET CONTROLLER – NATIONAL STUDENT ALLIANCE, INC 2005-2009

- ◆ Approve transactions and use of funds for departments.
- ◆ Execute budget plan for every activity/event.
- ◆ Monitor the status of budget spending/activity by reviewing financial reports.
- ◆ Manage and delegate task to others.
- ◆ A nonprofit organization.

TREASURER: KONBIT KREYOL – FLORIDA ATLANTIC UNIVERSITY 2005-2007

- ◆ Budget \$40,000 for the organization.
- ◆ Manage the daily financial paperwork for the organization and Florida Atlantic community.

EARN 266 VOLUNTEERING HOURS IN VARIES ORGANIZATIONS AT FAU.

- ◆ Gain leadership skills from volunteering.

VOLUNTEER INCOME TAX ASSISTANCE FOR INTERNAL REVENUE SERVICE

- ◆ VITA Tax program.

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References

ROYAL PALM SCHOOL – PALM BEACH COUNTY SCHOOL DISTRICT – 561-434-8000

AURORA DEL-RIO MACY'S MANAGER 561-738-4200

JOYCE DEMOS OFFICE DEPOT HEADQUARTERS SUPERVISOR 561-438-1662

ANN MCKESSY ATLANTIC HIGH SCHOOL SECRETARY 561-243-1500

JANET PFEIFER FLORIDA ATLANTIC UNIVERSITY SUPERVISOR 561-297-2896