

# DEVAYNE ROBERTS

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## SUMMARY

Dedicated, experienced accounting and banking professional with proven 7+ years of customer service relations and profit management. Possess strong knowledge of the GAAP standards, ledger analysis, financial statements, budgeting, auditing practices, taxation and economic regulations.

## PROFESSIONAL SKILLS & ABILITIES

### Qualifications

- ✓ Computer expertise, with proficient skills in all MS Office programs (Word, Excel, PowerPoint, Outlook and Access) with experience in QuickBooks.
- ✓ Knowledge of principles in accounting procedures (GAAP).
- ✓ A flexible, conscientious approach to work, with a capability to work in teams and in other departments.

### Accounting Specialties

- |                                  |                        |
|----------------------------------|------------------------|
| ✓ Financial Statement Analysis   | ✓ Auditing             |
| ✓ Full Charge Bookkeeping        | ✓ Asset Management     |
| ✓ Account Receivable and Payable | ✓ Bank Reconciliations |

## AWARDS

**Honor Roll:** Semesters, 2014-2017

## WORK EXPERIENCE

Teller Supervisor ABM/Operation Officer #3  
*Commonwealth Bank-Cable Beach, Nassau, Bahamas*

2007-2012

- ✓ Coached and trained new hires.
- ✓ Reconciled bank balances; noted general ledger entries.
- ✓ Executed corporate or departmental guidelines, procedures and services standard in conjunction with management, including coaching, and rousing direct report.

Bank Teller  
*Scotia Bank (Bahamas) Ltd-Thompson Blvd, Nassau, Bahamas*

2005-2007

- ✓ Sustained customer confidence and shields bank operations by keeping data confidential.
- ✓ Provided account services to customers by receiving deposits and loan payments; cashing checks; issuing savings withdrawals; recording night and mail deposits; selling cashier's checks, traveler's checks, and series e bonds; answering questions in person or on telephone; referring to other bank services.
- ✓ Cross-selling bank products by answering inquiries; informing customers of new services and product promotions; ascertaining customers' needs; directing customers to a branch representative.

## EDUCATION

**Bachelor of Science; Accounting**  
*Florida Memorial University*

2014-2017

**Clubs/Organizations:** Delta Mu Delta Honor Society

**Additional Information:** Moved back to Nassau, Bahamas as of (enter date), once I completed my bachelor's degree in accounting and independent training. The gaps of employment are related to becoming a full-time student doing my years of study and living abroad.