

# JOSEPHINE (FINN) FOSTER

## CONTACT

- 616-655-3023
- Grand Rapids, MI
- mesdi.khonde@gmail.com

## EDUCATION

### HIGH SCHOOL DIPLOMA

### CALVIN COLLEGE

Computer engineering - Completed 24 credit coursework and took an academic leave

## SKILLS

- Leadership
- Detail Oriented
- Multitasking
- Effective Time Management
- Project Management

## CERTIFICATION

### ACADEMY BOOKKEEPING PROFESSIONAL CERTIFICATE

Offered by Intuit

### GOOGLE DIGITAL MARKETING & E- COMMERCE PROFESSIONAL

Offered by Google

### PROJECT MANAGEMENT CERTIFICATE

Offered by Google

## LANGUAGE

- English ( Full Professional Proficiency)
- French (Native Speaker)
- Spanish ( Fluent)

## ABOUT ME

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done.

## WORK EXPERIENCE

### STAFF ACCOUNTANT BOOKKEEPER & PAYROLL SPACIALIST Hallberg Enterprises LLC (2021-2024)

- Prepare and manage monthly, quarterly, and annual financial statements
- Handle accounts receivable and accounts payable duties, including invoice processing and payment collections.
- Process & maintain payroll records and ensure compliance with relevant laws and regulations

### TRANSPORTATION SERVICE PROVIDER Uber Technologies, Inc (2022-Present)

Safely and efficiently delivered multiple packages daily. Demonstrated proficiency in navigation, utilizing GPS and other routing apps to determine the best routes. Consistently received high ratings for excellent service.

### EXECUTIVE ASSISTANT & SOCIAL MEDIA MANAGER Ravillion LLC(2018-2021)

- Managing the executive's schedule, coordinating meetings and travel plans.
- Creating social media strategies that align with the company's goals and objectives.

### PART TIME WAREHOUSE ASSOCIATE Amazon (2020-2021)

- Operated a variety of production machinery to manufacture components
- Ensured quality control of all products and met daily production quotas
- Worked in a team environment to complete tasks efficiently and safely
- Assisted in troubleshooting production issues and identifying solutions to optimize production processes.