

JON ZULAICA

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Summary

Experienced, highly disciplined, and skilled professional athlete in the Pari-Mutuel industry (Jai-Alai). Bachelor of Business Administration (BBA) from Florida International University. Recent graduate seeking to launch Financial Services career with a great company. Bilingual fluency in English and Spanish.

Skill Highlights

- Great organizational skills
- Strong Excel skills
- Data Entry accuracy
- Payroll
- Highly Organized
- Attention to detail
- Analytical ability
- QuickBooks
- Effective Communicator
- Team Oriented
- Strategic Planning
- Cross Team Collaboration
- Microsoft Word
- High integrity and work ethic
- Motivated professional eager to learn and grow
- Leadership abilities
- Independent self-starter and creative thinker
- Sharp analytical and organizational skills
- Strong quantitative skills
- Attention to detail
- Effective communicator
- Financial analysis
- Strategic planning and analysis
- Microsoft Office Suite

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION IN MANAGEMENT | MAY 2019 | FLORIDA INTERNATIONAL UNIVERSITY (FIU)

ASSOCIATE DEGREE | DECEMBER 2016 | BROWARD COLLEGE

CERTIFICATES

Accounting Technology Specialist | December 2016 | Broward College

Business Specialist | May 2016 | Broward College

Business Operations | December 2015 | Broward College

ACCOMPLISHMENTS

NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS | SPRING 2018

- Recognized among student population for academic accomplishments and leadership potential
- Inductees comprise a select 11% of Florida International University student population
- The National Society of Leadership and Success is largest collegiate leadership honor society in the US

WORK EXPERIENCE

FUNDER CLERK | SAFCO | FEBRUARY 2020- MARCH 2020

- Auditing contract packages, reviewing documents for accuracy, and identifying any discrepancies
- Responsible for verifications of employment, insurance, references, residence, and other required stipulations
- Income verification and calculations
- Gathering and uploading missing documents from dealerships and customers
- Accurately and effectively communicate with dealerships, customers, underwriters and management
- Taking inbound phone calls in relation to deal status

STAFF ACCOUNTANT (QUICKBOOKS) | PREMIER FURNITURE DESIGN | SEPTEMBER 2019-FEBRUARY 2020

- Prepare journal entries; maintain specialized accounting entries.
- Ensure reports, reconciliations, and customer payments processed are compliant with the internal controls and procedures in place; and aligned with general accounting principles.
- Prepare Accounts Receivables reconciliations.
- Maintain all accounts payable files to include filing invoices in designated areas and updating vendor information on computer.
- Assist with monthly closing procedures.
- Prepare and record daily bank transactions.

STAFF ACCOUNTANT|GORROCHATEGUI TRANSPORTATION & LOGISTICS | JANUARY 1ST 2015-DECEMBER 30TH 2015

- Prepare consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments.
- Maintain and balance an automated consolidation system by inputting data.
- Prepare general ledger entries by maintaining records and files.
- Prepare payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.
- Develop and implement accounting procedures by analyzing current procedures; recommending changes.

PROFESSIONAL JAI-ALAI PLAYER (ATHLETE) | DANIA JAI-ALAI (THE CASINO AT DANIA BEACH) | MAY 1ST 2010-MARCH 2020

- Top player in one of the best Jai-Alai rosters in the world.
- Experienced in the most important national and international tournaments (Mexico, France, and Spain).
- %100 dedication on everyday tasks
- High-discipline athlete

TICKET SELLER | SAN SEBASTIAN HORSE RACETRACK | SUMMER 2009

- Responsible to sell and cash in tickets for hundreds of bettors between horse races.
- Responsible to count and balance the money of my betting window.

Language

- English (Fluent), Spanish (Native), Basque (Native)