

AUDREY J. CHARLES

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229 Moffat St
Brooklyn, NY 11207

PROFILE

Disciplined and insightful professional with over six years of experience in customer service, administrative support and business operations. Eager to leverage big data interpreting and visualizing skills to drive growth and excellence within applied departments. Proven and effective interpersonal skills with people of various ages, cultural backgrounds, and socio-economic status.

EXPERIENCE

United States Attorney's office; Miami, FL

Community Liaison Specialist (contractor)—July 2023- January 2024

- Forged positive and collaborative relations with Principals and school administrators to engage in The office's violence reduction program.
- Focused on the educational requirements of early childhood education by engaging in reading and activity hour with Pre-Kindergarten 3 and 4 as part of the violence reduction program.
- Facilitated partnerships and coordinated mobilization strategies and events with community organizations, law enforcement officials and local government agencies.
- Assisted the chief of Law Enforcement Community Coordination in the development of programs, trainings, and strategies based on a comprehensive effort to address the problems of crime, gangs, social service needs and economic development.
- Designed presentations and proposals with public middle and high schools related to community outreach in the southern district of Florida.

Procurement Clerk (Contractor)— August 2022- June 2023

- Offered administrative and operational support to contracting officers within procurement unit by maintaining organized documentation of product specifications and contracts.
- Research, negotiated, and obtained funding from fiscal office for various office requests and purchasing needs.
- Facilitated effective rapport and communication with vendors to ensure federal standards were met.
- Oversaw handling, packing, and unpacking, and transportation of procured goods to, from, and within the Office.
- Prepared and monitored documentation for contracts with vendors and expert witnesses for federal cases by inputting data to complete modification forms for contracts on government software programs.
- Prepared written materials to maintain records of team meetings.

Treasury Management Office Assistant, Miami-Dade County Public Schools; Miami, FL — January 2019- September 2019

- Assisted treasury and district finance analysts to retrieve data, research and bookkeeping.
- Ensured that mobile check deposits of up to \$2 million balanced with the treasury management department's records, reviewed and posting invoices
- Retrieved checks, created specified forms for new schools entering the district, and relayed information from schools throughout the district
- Maintained and interdepartmental network among the accounts payable and accounting departments.

Internship, The Foundation for Democracy in Africa, Miami, FL — June 2018- September 2019

- Performed data entry, administrative and clerical support.
- Assisted in conducting event coordinating for annual conference to help African businesses grow and compete within the US Market.
- Translating and interpreting for French- speaking officials from various African countries.
- Lead staff of volunteers throughout conference by delegating positions.
- Data entry for over 200 products that were sold on the virtual mall conducted by the foundation for over 50+ enterprises.

EDUCATION

Florida International University, Miami, FL — Bachelor's degree, Class of 2020

- Major: International Relations.
- Related Specifications: West African and Caribbean economic development.
- Related Research: CARICOM and its Influence on the Agriculture industry in Haiti and Trinidad and Tobago, Boko Haram and its effect on the social and economic development of Nigeria.

SKILLS

Proficient in Microsoft Office applications, A strong command for government software programs, bookkeeping, Customer Service, fluent in French and Haitian Creole, Strong engagement skills in global affairs.