

Jacob Streatfield, CertTrans ACIL
jakestreatfield@outlook.com | +44 7542 632021

Profile

Administrative professional with experience in **accounts receivable, credit control, payment reconciliation, and financial data analysis**. Skilled in **SAP Business ByDesign, Hybris Backoffice, Adyen, Maileon, and Excel**. Advanced German (B2+/C1), fluent Russian (C1), and conversational French (B2). Experienced in designing **training materials** for finance and sales teams, **streamlining processes**, improving interdepartmental communication and reducing errors.

Key Skills

- ERP & Payment Systems: SAP Business ByDesign, Hybris Backoffice, Adyen
 - Automated Client Communication: Maileon
 - Excel: Pivot Tables, VLOOKUP, Reporting, Data Analysis
 - Process Optimisation & Accuracy Control
 - Training & Knowledge Transfer
 - Languages: Russian (C1), German (B2+/C1), French (B2)
 - AI model evaluation
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Professional Experience

Data Annotation Contractor - DataAnnotation - May 2026-Present

- Evaluated AI responses for accuracy, factual correctness and quality

Finance Administrator / Accounts Support - Vorwerk, Oct 2024-Present

- Reviewed and processed loan applications, checking customer contracts for compliance and accuracy
- Performed credit checks on potential clients, assessing risk before approval and tracking statistics to mitigate approval rates of bad payers
- Reconciled transactions in Adyen and SAP ByDesign, producing monthly reports with pivot tables
- Troubleshooted payment system errors when raised by sales force via a ticketing system
- Developed targeted training materials for finance and sales teams, improving interdepartmental communication and speeding up sales processes through improved understanding
- Streamlined processes to improve efficiency by automating manual steps through Excel formulas

Warehouse Operative - TP-Link, 2023-2024

- Processed returns with detailed Excel tracking, ensuring data accuracy and workflow efficiency

Operations / Retail Assistant - John Lewis, Waitrose, 2018-2021

- Managed stockrooms, dispatched customer orders, and maintained store displays
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Education

- Access to HE Diploma (Humanities) - Equivalent to 3 A-Levels
 - University of Nottingham - Russian Studies (2017-2018)
 - University of Aberdeen - Linguistics (2021-2023, paused)
 - GCSEs including German (A), English (B), Mathematics (C)
 - CertTrans Russian-to-English (Level 6)
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Professional Development

- Backend Development Course (Python-focused + Git, Go, SQL & Shell) - in progress
- TEFL Level 5 Diploma - in progress
- Goethe-Zertifikat & DALF at C1 level planned