

**Jean Marie DOMOND**

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**Summary of Qualifications**

- *Certified Public Accountant, CPA International Affiliate of AICPA with good background in Taxation.*
- *Certified Public Accountant in Haiti, with excellent background in financial reporting, audit and general accounting.*
- *Member of Institute of Internal auditor, IIA*
- *Experienced in handling international accounting transactions, specifically translation of financial statements in foreign currencies and foreign currency transactions.*
- *Skilled in developing and implementing accounting standardized policies and procedures.*
- *Experience in handling and planning external audit and tax matters*
- *Speak English, French and Creole, good understanding of Spanish, used to work in multinational business environment.*
- *Strong leadership skills, able to work under pressure, and very motivate team leader or member.*
- *Ability to supervise employees, lead a team and work in a multi disciplinary team.*

**Education**

*Universite d'Etat d'Haiti*  
***Ecole Nationale Supérieure de technologie,*** ***Port-au-Prince, Haiti***  
*BA Business Administration* ***1991-1995***

*Universite de Port-au-Prince,*  
***Institut de Gestion et de Comptabilite*** ***Port-au-Prince, Haiti***  
*BS in accounting* ***1995-1998***

***Chaffey College,*** ***Rancho Cucamonga, California***  
*Taxation of Corporations, Partnerships, Estate and trusts.* ***01/2005-05/2005***

***Citrus College, Glendora CA***  
*Certified Tax Preparer* ***09/2004-10/2004***

**The Sleeter Group**  
*Seminar in QuickBooks and Intuits Products*

**Boca Raton FL.**  
*09/2004*

**Career Development**

**Total, Multinational Gas and petroleum company, Paris, France**

*Represent the subsidiary company for negotiating litigates of 1.2 millions of dollars. After four days of negotiation, a refund of 906 thousand dollars was agreed and sent to the company as a direct result of my work in Paris, France.*

**Employment History**

**JR & JG Enterprises, INC**  
*Fontana, CA USA*

**Accountant Manager**

**07/2004 to Date**

- *Manage the accounting department*
- *Process date entries, prepare payroll, compute and pay tax, prepare financial statement*
- *Perform internal audit for the Mortgage and Real Estate Company.*
- *Review existing procedures and develop new procedures to comply with all requirements of the department of Real Estate and HUD*
- *Prepare consolidated financial statements for the group who count five enterprises.*
- *Supervise and plan external audit.*
- *Enforce procedures and policies, implement auditor's recommendations and follow up with board of Directors.*

**Cimenterie Nationale D'Haiti**  
**Branch of Cementos del Caribe**

**Port-au-Prince, Haiti**

**Financial controller**

**10/2003-06/2004**

- *Responsible for the respect of company's procedures. Receive and implement group procedures, verify their pertinence regarding local environment, correct them if necessary, publish and follow up the application in all departments of the society.*
- *Write, implement procedures and assure the good functioning of the company.*
- *Identify risk, malfunctioning and bad behavior susceptible of loss for the society and bring proposal to correct them.*
- *Assure all kind of audit in all departments for the company.*
- *Review and analyze Financial Statement, prepare consolidated financial statement for the group.*

- *Handling and planning external audit and tax matters*
- *Represent the company and discuss tax with government agencies.*
- *Prepare documents for the general assembly of shareholders, proposal for dividend, annual report prepare correspondence to shareholders etc*
- *Participate in Board meeting and write meeting's reports.*

**TOTAL HAITI, BRANCH OF TOTAL**  
*Multinational gas and Oil Company*

**Port-au-Prince, Haiti**

**Internal Auditor**

**05/2002-10/2003**

- *Responsible for the respect of company's procedures. Receive and implement group procedures, verify their pertinence regarding local environment, correct them if necessary, publish and follow up the application in all departments of the society.*
- *Write, implement procedures and assure the good functioning of the company.*
- *Identify risk, malfunctioning and bad behavior susceptible of loss for the society and bring proposal to correct them.*
- *Assure all kind of audit in all departments for the company.*
- *Review and analyze Financial Statement, prepare consolidated financial statement for the group.*
- *Handling and planning external audit and tax matters*
- *Represent the company and discuss tax with government agencies.*
- *Prepare documents for the general assembly of shareholders, proposal for dividend, annual report, prepare correspondence to shareholders etc*
- *Participate in Board meeting and write meeting's reports.*
- *Represent the company with the company's attorney in legal matters.*

**TOTAL HAITI, BRANCH OF TOTAL**  
*Multinational gas and Oil Company*

**Port-au-Prince, Haiti**

**Chief Accountant**

**10/2000-04/2002**

- *Managed a team of fifteen accountant by coordinating all accounting operations and transaction of the company*
- *Prepare financial statements and annual reports*
- *Assist the managers and participate in annual budget preparation*
- *Acted as point of contact for external financial audit and tax matters.*
- *Oversaw all management aspects of the company and propose corrective measures.*
- *Manage on a daily basis the tax credit obtained from the government by the company in each gallon of gas sold; prepare the reconciliation before paying the balance of tax due.*

- *Maintained related data bases, updated price table and prepare for the need of the General Manager the cost of every shipment of products received.*
- *Perform successful pre-audit, financial and fiscal.*

**TOTAL HAITI, BRANCH OF TOTAL**  
*Multinational gas and Oil Company*

**Port-au-Prince, Haiti**

**Assistant Chief of sale Department**

**03/2000-10/2000**

- *Manage three sale persons and 15 sale representatives*
- *Coordinating inventories, arrivals of products, prepare and analyze sale reports*
- *Reconcile activities from sources system and selling system*
- *Prepare the aging and collect money from customers*
- *Approve or reject demand of credit from customers, meet with customers, negotiate and prepare report fro the credit committee.*
- *Audit big clients and dealing with theirs transactions, force collection of money, worked with the company's attorney in legal matters.*

**D & D Management**

**Port-au-Prince, Haiti**

**Associate Manager of the CPA Firm**

**06/1998-07/2004**

- *Perform external Audit for all kind of clients, financial audit, fiscal audit,*
- *Write projects and proposal for some corporations*
- *Prepare financial diagnosis for company needed and prepare business plan to help corporations save money and be profitable.*

**Other Accomplishments**

**10/1991 – 12/1999**

**Professor**

- *Teaching accounting principles and business administration principles at CAINFO and INFORMATECH, Commercial and Professional School in Port-au-Prince, Haiti.*
- *Worked as assistant Manager and Professor of Accounting Principles and Business administration principles at First School, branch of First School of New Jersey, USA.*
- *Worked on contract as accountant for SOPRIN SA, branch of Soprin ADS of Canada. A construction, research firm who performs in telecommunication and wireless system.*

- *Worked as Project Coordinator for the diocese in the construction of the Catholic University in Jacmel, Haiti.*
- *Worked as assistant chief accountant on a National group named GB Group ( Gilbert Bigio group) in Stewart Industries. This is an iron and wood industries.*

### **AWARDS**

*President of Promotion of Ecole Nationale Superieure de Technology* 1991-1995

*Vice President of the Association of former student of ENST (AAE-ENST)* 1995-1998

### **Computer Skill**

*Excellent Computer skill*

*Accounting software: AS400, QuickBooks, Accpac for windows, Peach tree etc.*

*Microsoft windows. Etc.*

***References available upon request.***