

Jeremy Colina

Plantation, FL 33317 | 305-815-5543 | jeremyjc62@outlook.com

Education

Florida Atlantic University – Boca Raton, FL

- Bachelor of Business Administration in Accounting | December 2025

Broward College – Davie, FL

- Associate of Arts in Accounting | December 2022 summa cum laude

Professional Experience

Intern | MSL CPAs & Advisors –Fort Lauderdale, FL | Jan 2024 – May 2024

- Analyzed client expense and revenue data using Excel templates.
- Transformed raw financial data into clear, organized reports.
- Prepared and completed FNURS reports using the firm's internal reporting system.
- Assisted in drafting professional correspondence and client reports.

Administrative Assistant | ICCA – Fort Lauderdale, FL | Jan 2017 – July 2021

- Answered phone calls and emails to provide information, resulting in effective business correspondence.
- Responded to sensitive inquiries and client concerns, ensuring timely resolution.
- Coordinated calendars, scheduled meetings, and organized administrative documents to support daily operations

Tutor | Freelance – Fort Lauderdale, FL | Sept 2013 – Present

- Provided one-on-one tutoring in mathematics and essay writing, improving student performance and academic confidence.
- Created a supportive learning environment tailored to individual student needs.
- Assessed progress using active listening and targeted questioning techniques.

Skills

- Microsoft Excel (data analysis, financial templates)
- Microsoft Word, PowerPoint
- Financial reporting
- Bilingual: English & Spanish