

**Fortunee Tchaves**

400 Cedar Street

South Hempstead, NY 11550

Telephone 516 489 3308 - Cell 516 410 0623

Email: chochdank@yahoo.fr

**COMPETENCIES**

- Fluent in French, Spanish, Hebrew and English
- Adaptability/ flexibility
- Initiative / Problem solving
- Multi task
- Teamwork
- Proficient in QuickBooks, Excel, MS words

**PROFESSIONAL EXPERIENCE****Evans Wood & Caulfield** 2005- present

In charge of all accounts payable, some receivable  
Expenses analysis, bank reconciliations, office organization

**Beacon Claims & Investigations** 2001- present

Witness interview and translation  
Office financial officer- includes: payroll, A/R and A/P  
Bank reconciliations, office organization

**Self Employed – Private Clients** 1994- present

Management consultant, office organization  
In charge of Insurance billing and A/R  
Bank reconciliation

**Mimesis – Paris France** 2001- present

Marketing Studies- Qualitative Research  
Creating Moderation Plans, Running focus groups  
Analysis of data, Translation

**Central Synagogue of Rockville Centre** 1994 – 2004**Temple Emanu-El of Lynbrook** 2002 – 2004

Taught Hebrew and Judaica to students of all ages

**Dr. Richard Struhl** 1987 – 1997

Optometrist's office manager – office organization  
Responsible for all insurance billing  
A/R and A/P Purchase and sale of eyewear  
Bank reconciliation

**Fortunoff** 1976 – 1982

Senior buyer in charge of the dinnerware department  
Advertising, Analysis of sales  
Supervision and scheduling of department staff

**VOLUNTEER ACTIVITY**

President of ROADDs – Rockville Centre , NY chapter 1992- 2002

**EDUCATION**

Lycee louis Pasteur                      Lille        France

Community College                    Tel Aviv Israel