

YASMÍN COLÓN COLÓN

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Professional Certifications and Education February/2013- Admitted to the practice of Law before the Federal District Court of Puerto Rico.

March/2012- Admitted to the practice of Law and Public Notary before the Supreme Court of Puerto Rico.

2011- Graduated from Pontifical Catholic University of Puerto Rico School of Law.

- Graduated Magna Cum Laude (3.65 GPA)
- Within the upper third of 2011 class
- Highest score on September 2011 Puerto Rico Law Bar Exam

2008- Graduated from the University of Phoenix.

- M.B.A. major in accounting. (3.91 GPA)

2007- Certified as Certified Public Accountant (CPA).

2004- Graduated from the Pontifical Catholic University of Puerto Rico.

- B.B.A. with a major in Public Accounting
- Magna Cum Laude (3.88 GPA)

Professional Experience

11/2015-Present- **Chief Financial Officer**, Bufete Emmanuelli, C.S.P.

- Assist in formulating, monitor and direct the implementation the company's Strategic Plan.
- Assist in formulating, monitor and direct the implementation the company's Annual Budget.
- Develop performance measures that support the company's strategic direction.

- Oversee the company's transaction processing systems.
- Oversee the issuance of financial information.
- Report financial results to the board of directors.
- Attend board meetings.
- Make presentations to the company board on specific financial issues.
- Ensure that the company complies with all legal and regulatory requirements.
- Ensure that record keeping meets the requirements of auditors and government agencies.
- Monitor cash balances and cash forecasts.

3/2012- Present- **Attorney at Law-Notary Public-**
Bufete Emmanuelli, C.S.P.

- Experience on Civil, Administrative, Labor, and Corporate Law litigation, Legal Advice, and Bankruptcy Practice.
- Serve as in charge attorney in civil, administrative, labor, corporate, and other cases.
- Provide legal advice to clients.
- Assisting in bankruptcy practice cases.
- Writing of legal documents to the Court of First Instance, Appellate Courts, and Appellate Administrative Forums.
- Performed analysis of legal issues and recommended courses of action to follow.
- Conducted Legal Research and Analysis to serve client's legal needs.
- Liaising with relevant third parties.

11/2013-10/2015-**Accounting Manager**, Aerometálica Corporation

- Responsible for the company's complete accounting cycle.
- Maintaining and review major general ledger accounts, as well as aging for accounts receivable, accounts payable, and the inventory and fixed assets modules, in accordance with GAAP.
- Oversee the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys.
- Monitor and control cash flows.

- Responsible for the adherence to and communication of accounting, auditing, and internal policies and procedures as well as setting up and maintaining financial systems in accordance with relevant reporting requirements.
- Responsible for the preparation of financial statements and reports which summarize and forecast company business activity and financial position in areas of income, expenses, and earnings based on past, present, and expected operations.
- Responsible for the preparation of reports required by regulatory agencies.
- Responsible for the preparation of reports for the Board of Directors and the annual shareholder's meetings.
- Manage the preparation of the annual budget and forecasts.
- Host annual external audit.
- Maintaining the internal control framework within the company to ensure accurate financial reporting.
- Responsible for all local statutory and tax reporting.
- Liaise with government agencies on problems resolution and make the required payments:
 - Hacienda
 - CRIM
 - CFSE
 - Departamento del Trabajo y Recursos Humanos
 - IRS
 - ASUME, ect.
- Preparation of quarterly payroll taxes statements and payments.
- Preparation and filling of corporate annual report and other statements required by regulatory agencies.
- Responsible for the supervision of accounting clerks.
- Review and approve weekly payments to vendors.
- Supervision and audit of inventory usage, jobs and cost codes creation and the complete costing system.
- Responsible for weekly payroll preparation and submission.
- Responsible for the audit and update of employees files.
- Responsible for the monthly billings and collection of

account receivables.

- Responsible for the preparation of monthly work on hand report.
- Host government agencies audits.
- Build relationships with top management, including interacting with key stakeholders in areas ranging from operations, legal and human resources.
- Maintain relations with all members of the top management team.
- Assist the senior leadership in ensuring legal compliance by monitoring and implementing applicable federal and state requirements.
- Review and offer advice on contracts.
- Offer advice on legal matters and perform legal research.
- Draft and review legal and transactional documentations.
- Liaise with external legal counsel and/or specialists.

2/2007- 11/2013- Sole Practitioner Certified Public Accountant

- Prepare Compilations of Financial Statements.
- Bookkeeping
- Taxes
- Consulting on the reduction and management of operational costs

4/2012- 12/2012- Legal Advisor

- Puerto Rico Senate
 - Planning and Infrastructure Committee
 - Evaluate and analyzed bills submitted.
 - Calendar and Rules Committee
 - Evaluation of bills submitted for consideration to be included in the Legislative Ordinary Session Calendar and provide recommendations.

11/2011-3/2012- Law Clerk

- Bufete Emmanuelli, C.S.P.
 - Writing of legal documents to the Court of First Instance, Appellate Courts, and Appellate Administrative Forums.
 - Performed analysis of legal issues and recommended courses of action to follow.
 - Conducted Legal Research and Analysis to assist

lawyers in serving client's legal needs.

- Liaising with relevant third parties.

1/2011- 5/2011- Law Clerk

- Hernández Colón & Vidal, SRL
 - Civil Law School Clinical Program
 - Writing of legal documents to the Court of First Instance, and Appellate Courts.
 - Performed analysis of legal issues and recommended courses of action to follow.
 - Conducted Legal Research and Analysis to assist lawyers in serving client's legal needs.

8/2010 - 12/2010- Student Lawyer

- Sociedad para la Asistencia Legal de Puerto Rico
 - Criminal Litigation Law School Clinical Program
 - Writing of legal documents to the Court of First Instance.
 - Performed analysis of legal issues and recommended courses of action to follow.
 - Conducted Legal Research and Analysis to assist lawyers in serving client's legal needs.
 - Participated as a defense lawyer in criminal proceedings.

12/2004-6/2006- General Accountant

- Industrias Vassallo, Inc.
 - Compiled and analyzed financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
 - Performed General Leger Accounts Analysis.
 - Reconciled Inter-Company Accounts.
 - Filled Payroll and Corporate Taxes.
 - Reconciled Payroll, Property and Corporate Taxes Accounts.
 - Assisted the Accounting Manager and Comptroller in the preparation of Monthly and Year-End Closings.
 - Accessed computerized financial information to answer general questions as well as those related to specific accounts.
 - Resolved Accounting Discrepancies.
 - Assisted in preparing, examining, and analyzing

accounting records, quarterly and annual financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.

- Interacted with external auditors in completing audits.

Skills

- Bilingual.
- Excellent computer skills.
- Oral communication skills.
- Able to work under pressure with minimal supervision and subject to deadlines.
- Team Player.
- Excellent planning and organizational skills to maximize performance.
- Capable of quick learning and fully comprehend new concepts and technologies.

Professional Memberships

Puerto Rico Society of Certified Public Accountants

Colegio de Abogados de Puerto Rico

Publications

2014- *Reestructuración de Negocios para Enfrentar la Crisis: Guía Básica Jurídica para los Oficiales y Gerentes de la Empresa*, with Rolando Emmanuelli Jiménez, Esq., *Compendios de Derecho Puertorriqueño*, Editorial Del Derecho y del Revés. Vol. 1

2012- 2013 - Articles on Business Bankruptcy, with Rolando Emmanuelli Jiménez, Esq. for the Del Derecho y del Revés electronic bulletin.

2012- *Responsabilidad del Contador Público Autorizado por Impericia Profesional Relacionada a Servicios en Asuntos Contributivos*. *Revista de Derecho Puertorriqueño*, Pontifical Catholic University of Puerto Rico. Vol. 51

2011- *Sumario de Derecho Inmobiliario Registral*. Rosario del Pilar Fernández Vera, Esq. / Revalida.com, Inc.

References As Required.