

**Anthony H. Reckett**  
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**EDUCATION:**

**The Chubb Institute**  
**North Brunswick, NJ**

Technical degree in Visual Communications (Feb 2008)

**Rutgers University**  
**New Brunswick, NJ**

B.A., English (Jan 2006)

**Mercer County Community College**  
**West Windsor, NJ**

A.A., Humanities and Social Sciences (May 2002)

**TECHNICAL SKILLS:** Strong knowledge of Adobe Creative Suite, Quark Xpress, Print Design (brochures, magazines, catalogs, packaging), and Microsoft Office. Beginner to intermediate knowledge of Web Design, Multimedia Production, HTML, PHP, CSS, Bootstrap, and JavaScript.

**EMPLOYMENT:**

**Pension Benefits Specialist 1 (February 2016– Present)**

**NJ Department of Treasury**

**Division of Pensions and Benefits (Publications)**

**Trenton, NJ**

- As assigned, creates, revises and/or designs publications and forms, including annual reports, employer and member handbooks, fact sheets, promotional materials, standard applications, and basic or complex multi-part forms, and other publications produced and distributed by the Division;
- Researches and responds to requests for innovative materials (brochures, folders, and promotional pieces) based on feasibility;
- Creates publications that exhibit pleasing, functional design and comply with State and Division standards;
- Assures photographs and or graphics incorporated into work reflect the values, objectives, and goals of the Division and the State of New Jersey.

**Pension Benefits Specialist 1 (May 2014 – February 2016)**

**NJ Department of Treasury**

**Division of Pensions and Benefits (Office of Client Services)**

**Trenton, NJ**

- Provided service to the Public and Local Government entities and also quality benefits and services that meet the needs of pension members;
- Ensured that members, employers, and beneficiaries receive services associated with membership in the various pension funds;
- Provided employers, employees and retirees accurate information regarding benefits administered by the Division of Pensions and Benefits through individual phone

counseling and troubleshooting using state based software and applications such as MBOS, Siebel, XTRA, BATS.

**Retirement Plan Services Rep. (July 2012 – May 2014)**

**Merrill Lynch**

**Pennington, NJ**

- Provides funds and investment performance to financial analysts and client associates regarding compliances put forth by the IR;
- Identifies routine needs/problems of clients' retirement accounts and determines an alternative solution using workflow procedure;
- Initiates transactions such as distributions, contributions, and investment exchanges;
- Responds to inquiries pertaining to certain legal, regulatory, and tax-related issues using verbal and written communication such as IRS publications.

**RELATED EXPERIENCE:**

**Retirement Services Communications Committee (August 2013 – May 2014)**

- Responsible for editing and publishing articles regarding updates on procedures and hot topics for the *Service Weekly* newsletter;
- *Partnership and Networking* - Responsible for suggestions regarding short/long term goals for overall development of company. Projects include job shadowing and Alumni Panel.

**LICENSURES AND CERTIFICATIONS**

Department of Banking and Insurance, NJ Property and Casualty Producer, (2013)

*References are available upon request.*