JSJ

@gmail.com

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www.linkedin.com/in/

**Add in a summary blurb specific to the job being applied for**

**SKILLS**

* SQL
* COBOL
* IBM Mainframe TN3270
* Microsoft OS/Office
* Written/Verbal Communication
* Java Basics
* HTML Basics
* Linux/Ubuntu
* Git
* GitHub

**WORK EXPERIENCE**

**DST Systems, Inc. Kansas City, MO**

*Senior Mutual Fund Representative* **September 2016-Present**

* Work as a team and communicate with internal and external groups in order to successfully migrate high quality projects into production within the targeted time frame
* Code new and existing programs and subroutines using COBOL and JCL
* Create personal DB2 tables with new or existing data to test programs
* Include SQL queries in programs and subroutines to pull information from DB2 databases
* Create test scripts with scenarios to unit test code changes and to confirm the code changes are accurate based on the expected output

**DST Systems, Inc. Kansas City, MO**

*Senior Mutual Fund Representative* **January 2013-September 2016**

* Assist shareholders in managing their mutual fund accounts, totaling several millions of dollars, by proactively providing them with the necessary resources and information in a timely manner
* Communicate with shareholders by providing detailed instruction on how to complete their service requests in maintaining their accounts
* Save DST Systems, Inc. tens of thousands of dollars in payments by exceeding the company’s standard of quality and efficiency of the correspondence with shareholders

**EDUCATION**

**University of Missouri-Kansas City Kansas City, MO**

*Bachelor of Business Administration, Enterprise Management* **August 2011**

**Longview Metropolitan Community College Lee’s Summit, MO**

*Associate in Arts* **May 2009**