

## Robert J Bovee

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<b>Professional Profile</b>	<p>Ambitious, detail-oriented client service representative who enjoys helping clients and creating a long-lasting relationship with them and Fidelity.</p> <ul style="list-style-type: none"><li>▪ Excellent time management skills.</li><li>▪ Ability to create long lasting relationships with clients.</li><li>▪ Strong ability to handle high call volumes in a fast-paced work environment.</li><li>▪ Superb decision-making abilities.</li><li>▪ Effective organizational skills.</li><li>▪ Experienced knowledge of FDOT, Xtract and Fidelity forms.</li></ul>
<b>Work History</b>	<p><b>2014-Current</b> <b><i>Fidelity Investments</i></b> <b><i>Transition Services Specialist 2017-Present</i></b> -Excellent ability to work independently while handling multiple processing items. -Ability to build relationships between Fidelity and clients who have gone through a personal loss, divorce, marriage and other life events. -Excellent ability to manage processing time, inbound calls, outbound calls and overall time management -Strong ability to process all types of accounts from Individual accounts to Trust accounts. <b><i>College Planning Specialist 2014-2017</i></b> -Effective in trading in mutual funds and equity securities in all types of Fidelity accounts. -Expert in all facets of College accounts. -Helped with the education of college planning account to customers. <b>2013-2014</b> <b><i>Owner, R and M Realty Group LLC, Draper, UT</i></b> -Buying and selling homes for profit. -Research prices and working with contractors to build connections and work on home remodels. -Maintain database for forecasting future financial performance of possible remodels. -Reviewed and analyze project spending throughout remodel. <b>2012-2012</b> <b><i>Volunteer, Patricia McKeon for California State Senate/Buck McKeon for US Congress, Santa Clarita, CA</i></b> -Helped campaign with voters throughout the city for both Patricia and Buck. -Answered high volume of phone calls and email inquiries about both candidates. -Maintained appropriate filing of personal and professional documentations.</p>
<b>Education</b>	<p>Bachelor of Arts: History California State University, Northridge Northridge, CA 2011</p>