

JEFFREY A. KOUNTER, MBA - Finance

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Objective

Accomplished finance/accounting expert and customer service professional seeking opportunity to put my skills to effective use. Key qualifications include:

- 13+ years of accounting and real estate management experience with proven ability to work with people at varying levels to complete multiple objectives while maintaining accurate records
- Master's level education and training in accounting, finance, and mathematics.
- Ability to pick up new concepts quickly and learn new skills as required.

DATA PROFICIENCIES

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|----------------------|----------------------------|-------------------------------|
| • Financial Analysis | • MySQL | • Excellent with Excel/Access |
| • HTML5 | • Node Package Management | • Training/Motivating |
| • CSS3 | • Identified Opportunities | • Excellent communicator |
| • Javascript | • Increased Overall | • Customer Service |
| • JQuery | Performance/Profitability | • Labor/Cost Controls |
| • Database Theory | • Heroku | • Implemented Improvements |

PROFESSIONAL EXPERIENCE

Loan Administrator

PNC Bank (Midland Loan Services)

Feb 2017 to Present
Overland Park, KS

- Scrub documents and input loan data into the database through user portal
- Have Developed queries in Access to extract data from a database.
- Have created excel files to use this data to automate tasks , transform, & format the data.
- Have designed word templates to pull transformed data into output for clients.
- Handle user administration for outward facing online banking portal.

Functional Accounting/Pricing Specialist, Core Accounting, Associate II

State Street Bank

Aug 2016 to Feb 2017
Kansas City, MO

- Posted separate ledger journals (purchase/sales, income, cash, expense)
- Posted manual entries and adjustments.
- Posted General Ledger Journals.
- Used recon tools to ensure all accounting records have been posted correctly at EOD.

Functional Accounting/Pricing Specialist, Market Data, Associate II

State Street Bank

Feb 2015 to Aug 2016
Kansas City, MO

- Priced the Priac, Sunlife, MassMutual, & Metlife databases daily.
- Reviewed pricing of Cigna, Dwight, Principal, Priac, MassMutual, Pioneer, & IOF databases.
- Processed various derivatives & acquire pricing data from pricing vendors & investment managers.
- Backed up all work and ensured accurate record keeping.
- Developed and implemented automation processes to increase efficiency and accuracy of daily work.
- Ensured accuracy of postings, and correct when necessary.

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Custody Specialist, Global Cash Operations, Associate I

State Street Bank

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Jan 2014 to Feb 2015

Kansas City, MO

- Monitored over 100 funds for 7 different clients daily in accordance with prior directives.
- Backed up all work and ensure accurate record keeping.
- Researched and take corrective actions for any accounting discrepancies to avoid overdrafts and loss of interest income.
- Developed and implemented automation processes to increase efficiency and accuracy of daily work.
- Monitored multiple communication channels for client directives.

Operating Manager

Snowbird Park, LLC

2005 to 2017

Wichita, KS

- Manage family real estate development business through phase 1 of development.
- Maintain accurate tax and bookkeeping records for assets exceeding 1 million dollars.
- Coordinated with city officials and engineers to create plans for residential and commercial property.
- Organizing an auction of remaining property.

Consultant

Global Strategic Management (iSi Environmental)

2013

Wichita, KS

- Strategized possible foreign market entrances for growing US environmental company.
- Conducted analysis of potential competitors and product quality offerings foreign marketplaces to determine viability of international expansion and generating new sources of revenue.
- Presented strategy and viability research to professors and iSi management team.

Consultant

Operations Management (TPS)

2012

Wichita, KS

- Analyzed TPS records to determine operational efficiency during one-month period.
- Logged numerous hours of manual data entry into excel and utilized program analytics.
- Solved production bottleneck issues and delays through analysis of workforce structure and observation.

Assistant Manager

Arby's Restaurant

2009 to 2011

Wichita, KS

- Performed accounting, reconciliation, and proper paperwork for inventory and cash management.
- Trained, scheduled, and supervised up to 10 employees per shift and motivated them to provide excellent customer service.
- Tasked with all inventory management and cost control efforts.
- Monitored store equipment and directed all staff during absence of general manager.

EDUCATION

Certificate of Completion KU Coding Boot Camp

University of Kansas Professional & Continuing Education. Overland Park KS: Nov. 2018 Grades: A

Master of Business Administration: Finance.

Wichita State University Wichita, KS: May 2013. GPA: 3.75.

Bachelor of Business Administration: Management, Accounting, Math.

Wichita State University. Wichita, KS: May, 2010. GPA: 3.23.