**Lee Brodinsky**

**Beaverton OR 97006**

**503-430-7739**

[**leebrodinsky@comcast.net**](mailto:leebrodinsky@comcast.net)

**Experience-**

* Financial Services
* Background Screening and Interviewing
* Law
* Government
* Hospitality.

**Relevant Skills-**

* Customer Service Liaison between clients and financial representatives.
* Knowledge of various investment products sold on securities exchanges.
* Debt collection, maintaining ledgers, and reducing accounts receivables by 5%
* High volume telephone work, consulting and correcting problematic entries.
* Processing large amounts of new account and other types of applications under deadlines. Filing and mailroom duties to assist when short staffed. Cashiering.
* Implemented procedures to streamline private placement processing and dividend payouts. ACH and wire transfers of funds.
* Developed small client base.
* Interviewing, prescreening, and training of new employees.
* Proofreading, editing.
* Concierge/Greeter.
* Knowledge of Windows 7, including Internet Explorer, Adobe, Microsoft Office 2010.

**Work History** –

* Paulson Investment Co Inc.(Now JHS)- 1992-2012-Portland OR
* Pacific Crest Securities- Portland OR
* Sterling Info Systems- New York
* JP Morgan Chase Bank- New York
* Merrill Lynch- New York
* Federal Government

**Education and Licensing-**

* Hunter College- New York: Bachelor’s Degree.
* New York Technical College- Associates Degree- Hospitality
* Paralegal Certificate
* Oregon Notary
* Computer Skills For the Workplace: Certificate of Completion PCC Online
* Excel Level One: Certification of Completion PCC Online
* Series 7 and Series 63

**Volunteer Work-**

* CNRG- Current
* Oregon Convention Center- Current
* Hands On Portland
* Oregon Literacy

**Temporary Work-**

* PGE- Portland Oregon
* US West (now Century Link)-Portland Oregon.