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| 11685 SW Teal Blvd, Apt C, Beaverton, OR 97007 • (405) 249-4753 • parks79@live.com | | | |
| Paul Parks | | | |
| Objective | | | |
| I am currently searching for an Entry-Level position that is challenging, rewarding and leads to advancement within the company. | | | |
| Work History | | | |
| Oct 2012 – Apr 2013 | | Express Employment Professionals | Oklahoma City, OK |
| Accounts Payable Assistant for Continental Resources  * General SAP usage * Input Invoices into SAP (Data Entry) * Fixed any errors that were within my authority. | | | |
| Research Analyst for Zoning Info. Inc  * Sent and phoned zoning requests to various municipalities * Worked with the report writers to follow up on needed documents * Researched various properties’ zoning records for future purchase by clients | | | |
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| Aug 2011 – May 2012 | | University of Arkansas | Fayetteville, AR |
| Graduate Assistant  * Public Speaking: Technical presentations * Supervision of Students * Record Keeping | | | |
| Aug 2009 – July 2010 | | | |
| Aug 2009 – July 2010 | | University of Central Oklahoma | Edmond, OK |
| Math Tutor  * Assisted students with math problems * Tutored all levels of college math courses * Supervised the Math Lab | | | |
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| Mar 2007 – July 2007 | | Guardian Security Systems, Inc | Oklahoma City, OK |
| Office Coordinator  * Customer Service * Created schedules using MS Excel * Assisted the Regional Manager | | | |
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| May 2006 – Dec 2006 | | First American Fulfillment Solutions | Edmond, OK |
| Mail Room  * Used a Linux based operating system * Printed and sent loan document packages to customers to sign * Received, scanned and filed signed loan documents | | | |
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| Jan 2006 – May 2006 | | Planning and Zoning Resources | Oklahoma City, OK |
| Research Analyst  * Sent and phoned zoning requests to various municipalities * Worked with the report writers to follow up on needed documents * Researched various properties’ zoning records for future purchase by clients | | | |
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| Aug 2004 – Dec 2005 | | Zoning Information Services | Norman, OK |
| Research Analyst  * Sent and phoned zoning requests to various municipalities * Worked with the report writers to follow up on needed documents * Researched various properties’ zoning records for future purchase by clients | | | |
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| Feb 2003 – Aug 2004 | | Adfitech | Edmond, OK |
| Receiver  * Checked in mortgage files from various loan companies * Used a Linux based system to create and check in the files by company and loan number * Filed away documents for use by other departments | | | |
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| Oct 2002 – Feb 2003 | | Mid-First Loan Center | Oklahoma City, OK |
| Post-Closer  * Verified that a loan file was complete, and then sent to underwriter for final approval * If file was incomplete, sent request to customer for needed documents * Worked with query database search engine | | | |
| Education | | | |
| Aug 2000 – May 2011 | University of Central Oklahoma | | Edmond, OK |
| Bachelor of Science in Mathematics  * Presented research at the 2011 Joint Mathematics Conference in New Orleans, LA * Was on the Dean’s and President’s Honor Roll for the last three semesters of degree * Completed 18 hours of Chemistry and 13 hours of Biology course work. | | | |
| Job Related Skills | | | |
| |  |  |  |  | | --- | --- | --- | --- | | MS Word | MS Excel | MS Power Point | MatLab | | Customer Service | General Clerical | SAP | Analytic | | | | |
| References | | | |
| References are available on request. | | | |