

# Jeri Lee

140 West 55<sup>th</sup> Street, New York, NY, 10019 | C: 585.610.8349 | email: lee13aka@gmail.com

## Professional Summary

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To obtain a position where I can utilize my Bachelors Degree in Business Management and Economics. I have expertise in many facets of business operations with exposure in finance, marketing, product placement, sales and the customer relationship. I am self-motivated and consistently pursuing new challenges; expanding my knowledge and stretching my abilities. I am actively seeking a position where I can utilize my skills to benefit an employer and grow professionally.

## Education

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**Bachelors of Science, Business Management** 5/10  
*Concentration in Economics*  
SUNY Empire State – Saratoga Springs, NY

## Experience

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**Advertising/Public Relations Intern** 1/14-6/14  
Vizibal, LLC.

- Maintained tracking reports of public relations activities and developed initial launch media kits.
- Provided support to social media efforts.
- Entered contact information into Nimble, contact management system.
- Developed sales leads and tracked client relationships to support sales growth efforts.
- Prepared investor presentations and updated financial predictions based on investor feedback.
- Acted as a liaison between the company and a web development company in Belgium to monitor the progress of website development with a budget of \$75,000.
- Assisted in the creation of signage, e-mail campaigns, online promotion, etc.
- Performed analysis of marketing and sales data to identify opportunities for growth and areas that provided a weak response to marketing efforts.
- Assisted in the distribution of marketing materials.

**Project Coordinator** 1/14-5/14  
YMCA

- Developed presentations and delivered corporate messages to the community.
- Coordinated development and implementation of the afterschool program.
- Developed program overview and worked with staff to plan daily activities.
- Managed behavioral incidents beyond the control of group leaders and maintained a high level of behavioral expectations.

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- Maintained records needed for program administration.
- Performed other duties as assigned.

## **Drivers Helper/Seasonal Delivery**

11/13-12/13

### **UPS**

- Assisted UPS driver on the delivery route.
- Handled packages and took direction from driver.

## **Bank Teller/Customer Service/Sales**

2/11-

4/13

Community Bank N.A.

- Provided assistance to customers using quality service standards.
- Accepted deposits, verified cash and endorsements.
- Cashed checks within limits assigned referring exceptions to supervisor.
- Accepted savings deposits and withdrawals.
- Prepared individual daily settlements of teller cash and proof operations.
- Organized potential sales opportunities while conducting daily customer transactions.
- Observed and acted on opportunities to create appointments for Sales Representatives, Financial Service Representatives, and Lenders.
- Researched customer accounts, sent out prospecting letters, and followed up with customers by telephone.
- Promoted specific bank products when applicable.
- Made customer service related telephone calls.
- Accepted loan, utility and other payments.
- Issued money orders, cashiers' and travelers' checks and correspondent bank drafts.
- Conducted cross sales for Credit Card and Debit Card promotions.