

# Clifton N. Alexander, Jr. (CJ)

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## SUMMARY

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Recent graduate in Finance with a strong interest in financial technology; Skilled in digital tools, which include CRM, IFS LeaseWorks and Datatel

## EXPERIENCE

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### EverBank Commercial Finance, Parsippany, NJ

Jul 2015 - May 2016

#### Client Services Intern

- Collaborated with Great American Insurance Group to process documents for over 25 clients, daily
- Managed invoice database, leading to a 10% reduction in returned invoices
- Provided training for newly hired interns and developed a procedural manual for recording business processes

### Kean University Office of the Registrar, Union, NJ

Feb 2014 - May 2016

#### Student Assistant

- Assisted in all operational processes, with direct responsibility for both internal and external email communication and problem resolution
- Worked in conjunction with Kean University Wenzhou, China campus to assist in the setup of the Registrar Office abroad, resulting in completed build out in 5 months
- Supervised 30 student workers for Commencement ceremony, which was attended by over 2,000 graduating students
- Led 3-member Social Media team, with direct oversight of all outgoing content.
- Created and launched successful campaigns that led to a 50% decrease in student email inquiries, allowing for increased efficiency in the Registrar's office
- Organized promotional materials and logistics for Open houses and student events

## EDUCATION

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### Kean University, Union, NJ,

Sep 2013 - May 2016

Bachelor of Science, Major: **Finance** Minor: **Economics**

Relevant Courses: Corporate Finance I & II, Accounting I & II, Capital Budgeting

## LEADERSHIP & INVOLVEMENT

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- Lockheed Martin Missions, Systems and Training International Expansion Case Competition (1st Place) Mar 2016
- Assisted applicants in signing up for the Affordable Care Act in conjunction with the Urban League of Union County Aug 2014

## ADDITIONAL

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- Portfolio management; Web development
- Avid golfer (4 year caddie) and runner (2014 Beulah Murphy foundation 5k run - 1st place)