

Clifton N. Alexander, Jr. (CJ)

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SUMMARY

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

Languages: HTML 5, CSS & Javascript (Intermediate)

EXPERIENCE

Northwestern Mutual, New York, NY Oct 2015 - Present

Director of Client Relations and Media

- Established client facing marketing campaigns leading to a 40% increase in appointments
- Improved team websites implementing SEO tools to increase traffic
- Restructured operational procedures to improve efficiency, reducing average business cycle by 10 days

HARLEM BUSINESS ALLIANCE, New York, NY Oct 2016 – Dec 2016

Coding Participant & Creator, Finesse

- Created Finesse concept + website for financial education and management using HTML, CSS & JavaScript
- Completed 140+ hours of intensive coding and lean startup/entrepreneurship curriculum

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, 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

EDUCATION

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

- 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
- Union Baptist Church Vacation Bible School summer camp recreation instructor May 2012-2016

ADDITIONAL

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