# Objective

Teller/Operations/EFT/Data Entry

# Experience

## Seasons Federal Credit Union October 2003 – December 2011

* Daily Processing (ACH/Share Drafts)
* Payroll for School Districts
* Set up Automatic Transfers/Account to Account Transfers
* Debit Card Ordering/Disputes/Chargebacks/Compromises
* Fraud Prevention
* Account Monitoring (Anti Money Laundering/BSA)
* Monthly Audits
* Troubleshooting
* Account Research
* Monthly Board Reporting
* Help with Scheduling
* Weekly Department Presentations
* Account Correspondence (Letters to account holders)
* Other Duties as Assigned by SVP of Operations

# Education

## O.H. Platt High School 1998 - 2002

Received diploma.

## Berkeley College 2002 - 2003

Attended one year and majored in accounting.

**Full Sail University 2011 - Present**

Currently enrolled and majoring in music production.

# Skills

Advanced knowledge of Fiserv systems; handled all compromises and fraud prevention; started as a teller for 3 years then moved to Operations for the next 5 years. 10 key and accurate typing.