**CLINTON MOWREY**

**20 CLEARVIEW DRIVE**

**STAFFORD SPRINGS CT, 06076**

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**OBJECTIVE**

**To secure a challenging within a growth oriented company, where my experience and skills will be fully**

**Utilized.**

**WORK EXPERIENCE**

**1997-Present Bank of America Financial Service Group**

**Lead Operations Representative**

* **Coordinate daily workflow of Central Receiving group**
* **Monitoring and receipt of incoming work Proof,Atm,Capture departments**
* **Validating all work received via Check track plus automated receiving system**
* **Fill in Group Leader in his/her absence**
* **Provide input on employee performance and disciplinary procedures**
* **Electric jacks and pallet jacks**
* **Storage Organization**

**1995-1997 Associate Operations Clerk –Settlement Department**

* **Responsibilities included on-line reconcilement system to process report for in clearing processing log filing, mailing and updating customer file records and balance by-pass**

**1994-1995 Glastonbury Trust bank**

**Scanner Loan operations**

* **Responsibilities included document files, printer use, written, types, payable and receivable customer’s mortgage**

**EDUCATION**

**1994 Patrick Henry Community College Martinsville, VA**

**Certificate in Graphic Art and Technology**

**1990 Mount Pleasant High School Providence, RI**

**SKILL**

* **Typing**
* **lotus Mycroft Windows**
* **Graphic Art**
* **Ability to meet deadline**
* **Ability to work in fast-paced environment**
* **Research and Function**
* **Balancing Tool**

**REFERENCES AVAILABLE UPON REQUEST**

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