Jennifer Valentin

18 Stanley Court, Chicopee, MA 01020

Phone: (413) 388-8668

Email: [jmojica1.jm@gmail.com](mailto:jmojica1.jm@gmail.com)

**OBJECTIVE:** Seeking a position to apply my experience and skills that are sustained by an innovative decision-making and systems-engineered ability that will support an expanded clientele and foster profitable organization.

**SKILLS:** Microsoft Word, Microsoft Excel, Microsoft Outlook, PowerPoint, Domain management System (DMS), Content Admin Tools (CAT), Research Database (BMI, SESAC, ASCAP), Avaya Switch Board, Faxing, Xerox, Scanning, Access Security APL, Network and internet capabilities. Bilingual (English and Spanish): The proficiency to speak, write, and read fluently in both languages.

**EDUCATION:** South University On-Line 2011-Present

Associate Degree – Criminal Justice

Bay Path College Longmeadow, MA 1995-1997

Associates Degree – Business Administration

High School of Commerce Springfield, MA 1991-1995

Diploma – General Studies

**EXPERIENCE:** *Account Administrator 2004-2010*

**KLS Professional Advisors Group, LLC. New York, NY**

* Setup New Accounts on security APL and review contracts for suitability to meet compliance standards, The type of new accounts established are: IRA, Roth IRA, Sep IRA, UTMA’s, Individual, Tenants and Contents (joints), death Benefits Accounts, business Accounts, and Charitable Funds Accounts.
* Perform and oversee the daily accounts reconciliation process the firm’s strategy.
* Coordinate with Managing directors and Directors on performance booklets for clients on a monthly and quarterly basis.
* Reconcile all daily trading activity as well as cash deposits and withdrawals in all accounts utilizing Security APL.
* Perform daily cash flow analysis and resolve significant cash difference including trade settlement discrepancies.
* Administration to accounts on Security APL: Contribution, Withdrawals, Dividends, Interest, Sale of fractional shares, Trade restrictions, etc.
* Load all securities for new accounts onto Security APL: Transfer assets between accounts.
* Assist analyst in monitoring and analyzing the client’s portfolio.

*On-Air Radio Personality 2001-2003*

**WSPR 1270 AM West Springfield, MA**

* Broadcast programming for a commercial radio station located in West Springfield, Massachusetts radio market. Broadcasting sales, sales promotions or programming.
* Created minded person who can relate well to all genders as well as most ages. Well versed in current events
* Energetic, outgoing, spontaneous, entertaining and can relate to the Salsa & Merengue as well as Hip Hop and R&B life style.
* Personal appearances throughout radio career.
* Broadcast news, mornings shows as well as fill in for colleague radio personalities programming.
* Able to write my own newscast, stay on top of breaking news.

*Sales and Marketing Assistant 2000-2001*

**ABC News c/o Hyperion New York, NY**

* Maintained extensively complex filing system for the Sales and marketing department with no misplacement of documents.
* Composed intricate and/or technical documentation that require individual judgments and the ability to arrange, expand, segregate, or tabulate an organizational method.
* Responsible for advertisements of promotional events, both of commercial and campaign significance.
* Created Microsoft Excel spreadsheets for a Weekly Sales list and a Best Seller reports.
* Created professional visible Microsoft Power Point presentations for highly managerial meetings, conferences, and conventions.
* Provided support the Sales Director and Marketing Director.

*Billing Analyst 1997-1999*

**Morgan Stanley Dean, Witter New York, NY**

* Responsible for the collection and maintenance of all documentations necessary for assessing reimbursement of services.
* Assisted customers in understanding their consumer rights under formatted accessed regulations.
* Examined all documents to verify accuracy, completeness, and conformity with agency policy.
* Coordinated traffic flows through the communications department and maintained complex filing system in accordance with agency protocol and procedures.
* Created codes to process invoices in a superior manner to control weekly influx of work schedule.