

## **Jay P. Kelly**

12 Camomile Pl. Aliso Viejo CA 92656  
(623) 692-0873 JayKellyWeb@gmail.com

### **EXPERIENCE (2012-Present)**

**HAMBICKI** Welder Feb 2021-Apr 2022

- Operated forklifts, hydraulic shearing and bending machines, and acetylene torch and gases (material: 22 Ga. to 3" — mild)
- Welded on commission (piece-work) and in all positions (1F-6G) using MIG welding machines
- Repaired welding machines and trained new employees

**SCHUFF STEEL** Welder Jan 2019- Nov 2020

- Certified in overhead crane operation, 7018 A36, MIG welding
- Experienced with 15 ton overhead and 1 ton jib cranes, scissor and bucket lifts, 20,000 lbs. split-axle trucks, 12' × 5 1/2" hydraulic straightener, chop saws, milling machine, magnetic drill, and hammer drill
- Third-party-inspected and x-ray tested using MIG, Air Arc, Stick, Submerged arc, Flux core

**ROBERT HALF** Accountant Oct 2017- Nov 2018

- Vouchered expense reports, credit card payments, vendor remittances, ACH/check issuances/ ran checks to the bank/ matched open inventory receipts (Oracle's JD Edwards)
- Placed spot forward contracts on the AFEX Direct platform in multiple currencies
- Served as accountant for 130 dental and veterinary practices/ assisted CPA with tax preparation including 1099 distribution, sec. 179, sec. 125, FSA
- Reconciled accounts with amortization/debt schedules and bank statements/ administered all accounts receivables with remote deposits up to \$275K per day
- Filed 1099 tax documents with IRS utilizing the FIRE platform and TIN number

**ONEWEST BANK** Banker Nov 2015-Aug 2017

- Audited branch vault, teller work, account maintenance, and other procedures
- Generated \$1.5M in new accounts utilizing internal sales leads system
- Negotiated CD rates on behalf of clients with corporate back office

**ONEWEST BANK** Internship May 2015-Sep 2015

- Designed and launched marketing campaign implemented at 75 branches
- Utilized database software such as SAS, MS Excel, and MS Access on a daily basis

**G8 CAPITAL** Internship Dec 2012, May-Sep 2013

- Integrated SEO (Search engine optimization) strategies for real estate divisions
- Oversaw social media campaign and graphic design

### **EDUCATION**

UNIVERSITY OF PORTLAND	Master of Business Administration	May 2015
CSU MONTEREY BAY	Bachelor Of Science, Business	May 2013

### **CERTIFICATION**

STATE OF CALIFORNIA	Realtor (DRE #02074416)	2019-2023
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