

Jay P. Kelly

Phoenix AZ 85015

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EXPERIENCE (2011-Present)

AMAZON

Customer Returns

July 2020-June 2021

- Processed customer returns fulfillment, logistics operations, and auditing/quality assurance
- Ranked among top 5% performers for efficiency and accuracy/ processed total units exceeding 40K

SCHUFF STEEL

Welder

Jan 2019-May 2020

- Certified in overhead crane operation, 7018 A36, MIG welding
- Machinery knowledge of 10 ton overhead to 1 ton jib cranes; up to 30,000 lb; scissor and bucket lifts; 20,000 lb split-axle trucks; 12' x 5.5" hydraulic straightener; chop saws, milling machine, magnetic drill
- Experienced with MIG, air arc, stick, submerged arc, flux core, and acetylene torch and gases, 22 Ga. to 3"

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 full-charge 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 accounts receivables with remote deposits up to \$275K per day/ filed 1099 IRS documents with FIRE platform/TIN

ONEWEST BANK

Banker

Sep 2016-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 daily basis

G8 CAPITAL

Internship

Dec 2012, May 2013-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 Admin. (MBA)

May 2015

CSU MONTEREY BAY

Bachelor Of Science, Business

May 2013

CERTIFICATION

State of California

Real Estate Salesperson (#3423791)

Feb 2018