# PROFESSIONAL SUMMARY

# Motivated finance professional, possessing a strong commitment to quality customer service coupled with superb communication skills. Able to build member loyalty by effectively resolving problems and quickly processing tasks, counting money, corporate balancing, ACH processing and maintaining a high level of accuracy in any and all duties given. Fast and efficient learner looking for future endeavors to benefit career path in the Accounting field.

# SKILLS

Cash Handling Expertise Advanced Clerical Knowledge

Math Aptitude Rapid 10 key data entry

Goal-oriented Self-Sufficient

People-oriented Efficient Oral Communication Skills

Analytical Positive Attitude

Advanced MS Excel Skills Corporate Balancing

# WORK HISTORY

11/05/2012 to 3/27/2015: **PT** **Senior Teller/ FT Senior Teller**

**EECU** – **Southlake, TX and Burleson, TX**

* Completed member transactions; including deposits, withdrawals, money orders, wire forms, and ACH’s.
* Rapidly and efficiently prepared member and ATM cash and change orders. Organized, stocked, and maintained the teller window area.
* Continued education on current banking products and services through BAI.
* Processed monthly vault and ATM audits with a zero error rate.
* Coordinated daily cash reconciliation at a high-volume location.
* Collected member loan payments.
* Sold cashier’s checks, traveler’s checks, and money orders.
* Executed wire transfer, stop payments and account transfers.
* Answered telephone inquires on credit union products including checking, savings, loans, and lines of credit.
* Maintain friendly and professional member interactions.

3/27/2015 to Present: **FT Accounting Clerk**

**First Class American Credit Union- Ft Worth, TX**

* Maintained integrity of general ledger, including the chart of accounts.
* Compiled general ledger entries on a short schedule with nearly 100% accuracy.
* Analyzed monthly balance sheet accounts for corporate reporting.
* Generated financial statements and facilitated account closing procedures each month.
* Performed complex general accounting functions, including preparation of journal entries, account analysis and balance sheet reconciliations.
* Cooperated with engineering, manufacturing and corporate accounting to verify that quality standards were met.
* Analyzed and researched reporting issues to improve accounting operations procedures.
* Transmits and posts ACH files to members accounts received from the Federal Reserve
* Processed Accounts Payable
* Transmitted Share Draft files for entire Credit Union
* Processed Domestic and International Wires through Federal Reserve
* Balanced Indirect liquidity report
* Debit and Credit card Disputes and Fraud Risk reports
* Process CAMS reports from Visa (compromised cards)
* Process Certified Funding Wires for new loans along with Fixed Asset

**EDUCATION**

2012 **High School Diploma:**

**Haltom High School –** Haltom City, TX

2019- Present **Purdue University Global**

**Pursuing Bachelor of Science in Accounting**

**ACCOMPLISHMENTS**

Marched in the 2011 Rose Bowl Parade in Pasadena, California.

Promoted to Senior Teller Based on superior performance within 7 months of employment with company.

Successfully trained new tellers.

Earned company recognition for outstanding member service and meeting referral goals on a monthly basis.

Constructed new consolidated procedure book for entire Accounting Department

**REFERENCES**

* Lily Newfarmer- CEO Tarrant County Credit Union Phone: (817) 253-8945
* Melaine Harlos – Branch Manger EECU Mansfield Phone: (817) 676-8745