

Jeffery Slebioda

74 vanderberg ave. | Lancaster, New York 14086 | jsleb1@yahoo.com | 7164448078

EXPERIENCE

Boda's General Merchandising Lancaster, New York May 2004 - January 2012

Owner/Operator

- Sales operations
- Administrative responsibilities including:
 - Business to business networking
 - Event management
 - Accounts payable/receivable
 - Inventory management

MJ Peterson Real Estate Lancaster, New York March 2006 - March 2010

Licensed Real Estate Salesperson

- Interview and network with prospective clients
- Rent, buy, and sell properties for clients
- Perform market research and maintain knowledge of market trends
- Negotiate on behalf of clients interest
- Preparation of necessary documentation: Contracts, leases, deeds, closing statement etc.
- Fiduciary responsibilities including privacy and ethical representation of clients best interest

Creditors Interchange Buffalo , New York January 2012 - November 2012

Account Resolution Specialist

- Analyze customer accounts
- Skip-trace customers
- Assist customers in finding a suitable financial resolution to delinquent accounts.

Mercantile Adjustment Bureau Williamsville , New York February 2013 - October 2014

Collection Specialist

- Analyze customer accounts
- Skip-trace customers
- Assist customers in finding a suitable financial resolution to delinquent accounts.

Mercantile Adjustment Bureau Williamsville , New York October 2014 - Present

Customer Service Agent

- Assist customers with a variety of problems and account services through email and telephone communications.

EDUCATION

SUNY Buffalo Williamsville , New York Currently enrolled

Psychology, GPA 3.85

- Anticipated completion of December, 2016

References are available upon request.