# Jeffery Slebioda

**https://Jsleb1.github.io/resume**

Lancaster, NY 14086

jsleb1@yahoo.com - 7164448078

Willing to relocate: Anywhere
Authorized to work in the US for any employer

WORK EXPERIENCE

### Customer Service Agent

Mercantile Adjustment Bureau   -   Williamsville, NY  -  October 2014 to October 2015

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

### Collection Specialist

Mercantile Adjustment Bureau   -   Williamsville, NY  -  February 2013 to October 2014

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

### Account Resolution Specialist

Creditors Interchange   -   Buffalo, NY  -  January 2012 to November 2012

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

### Owner/Operator

Boda's General Merchandising   -   Lancaster, NY  -  May 2004 to January 2012

- Sales operations
- Business to business networking
- Event management
- Accounts payable/receivable
- Inventory management

### Licensed Real Estate Agent

MJ Peterson   -   Lancaster, NY  -  March 2006 to March 2010

- 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

EDUCATION

### BA in Psychology

University at Buffalo   -   Williamsville, NY
December 2016

**Front-End Web Development**
Udacity   -   Work at Home
December 2016

**Geographic Information Systems**
Erie Community College   -   Williamsville, NY
May 2014


SKILLS

HTML5, CSS3, Javascript, Adobe Photoshop, Adobe Lightroom, Esri ArcGIS, Microsoft Office, BootStrap, JQuery, Git/Github, GruntJS


LINKS

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ADDITIONAL INFORMATION

Professional attitude with strong communication, problem solving, and analytical skills, as well as the ability to learn new systems and technologies with efficiency and accuracy.