

Jeffery Slebioda

<https://Jsleb1.github.io/resume>

Raleigh, NC 27613
jsleb1@yahoo.com

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, SAP, NetSuite, Magento

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.