

Scott Frederick Klobe

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<https://kibagari.github.io/>

EDUCATION

Bloomsburg University, Bloomsburg, PA

- Majored in Computer Science, Mathematics and Statistics 2006-2008
- Majored in Medical Imaging, 2004-2006.

PROFESSIONAL EXPERIENCE

JPMorgan Chase & Co., Charlotte, NC — *Data and Document Preparation Processor*

January 2019 - PRESENT

- Supervise small teams of contingent employees in production workflow to ensure end to end processing of client payments in a timely manner.

JPMorgan Chase & Co., South Burlington, VT — *Data Key Entry Operator*

September 2013 - January 2019

- Performed Workflow Coordinator duties - coordinated work processes with multiple offices across the country. Monitored workload across the data entry system. Delegated tasks to personnel according to changing demands in work across the system.
- Entered applicant sensitive information into a database for processing by the client. Verified and executed remittance from applicants to the client.
- Achieved consistently excellent levels of accuracy, productivity, and utilization of time.
- Subject Matter Expert on the process and type of information handled by Public Sector Operations Unit. Skills coach for new employees.
- Trained internally for a Business Analyst certification using JPMorgan's Technology University.

Adecco, South Burlington, VT — *Data Key Entry Specialist*

September 2012 - September 2013

- Entered client sensitive information into a database for processing.
- Achieved consistently excellent levels of accuracy and productivity.
- Contractor to JPMorgan Chase & Co. Hired to full employment status at the company within one year of assignment.

SKILLS

High level of attention to detail.

Exhibit self-motivation and a positive attitude.

Manage time efficiently through scheduling and prioritizing.

Coordinate and organize work while meeting and handling multiple deadlines.

Excellent communication skills, both verbal and written.

Programming Languages

Java, C++, SQL, Python

Software

Microsoft Visual Studio, MySQL, HeidiSQL, PyCharm

Operating Systems

Microsoft Windows, Ubuntu Linux, Android OS

AWARDS

Employee of the Quarter Q3 2019

Corporate Investment Bank division of JPMorgan Chase.

Top four finalist in the 2016 Division Innovation Awards,

Corporate Investment Bank division of JPMorgan Chase.

Employee of the month

2015 JPMorgan Chase South Burlington

PROJECTS *Project Exhibition*

Developed Operations business requirements for new tech designed to enhance data capture and perfection using machine learning algorithms. Converted all end user data entry operating procedures into pseudo computer language for use by machine learning algorithms.