

# LINDSIE FITZGERALD

West Jordan, UT 84088 | 801-231-5869 | lindsie713@gmail.com

LinkedIn: <https://www.linkedin.com/in/lindsie-fitzgerald-a27675166>

## Objective/Summary

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Looking for a position to expand my learning and knowledge. I am goal-oriented and want my success to coincide with the organization's success. I'm professional and hardworking with excellent customer service skills. I have the ability to pick up program knowledge quick. I'm motivated and thrive working alone but also realize the value of communication and am inspired by teamwork.

## Work Experience

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LOAN DOCUMENTATION SPECIALIST – Western AgCredit – October 2007-Present

- Prepare loan documents
- Maintain UCC/CFS filings, continuations, and reconcile accounts
- Extensive knowledge in Microsoft, Adobe & Hot Docs
- Assist Loan Officers in multiple aspects
- Quality Control for new programming

SENIOR ACCOUNTING ASSISTANT – Western AgCredit – June 2000-October 2007

- Enter new loans and renewals in Core Director
- Process transactions: ACH, wires, checks, expense claims
- Acquire incoming calls from customers
- Backup Manager when needed

ADMINISTRATIVE ASSISTANT – Turning Point – January 2000-May 2000

- Inform clients about current services
- Schedule appointments and class registration
- Maintained the Professional Clothing Source

## Skills

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Proficient in Microsoft Office Suite, HotDocs, Atlas, Core Director, Adobe, eFileCabinet, Slack, Jira HTML, and CSS

## Education

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- Supplement classes taken through Pluralsight and Udemy
- Tech-Moms Certificate of Completion (technical skills course in HTML, CSS, and JavaScript; introduction to cybersecurity, data analytics & reporting, product/project management, quality assurance, digital marketing, and UX/UI design; completed website development project.
- Team Lead: FranklinCovey Co. Online and Excelerators Continuing Education
- UVU (formerly Utah Valley State College) - Associates Degree in Business Systems Administration
- Union High School, Roosevelt UT

## **Volunteer Work**

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Western AgCredit quarterly service projects

- Served on Committee organizing projects
- Volunteered (dinner homeless shelter, care packages for homeless teens,

Make-A-Wish Foundation of Utah

- Wish Granter, November 2004-July 2007
- Wish Magician, April 2004-July 2007

Union High School Counseling Office (while attending school)

## **References**

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Given upon request