

# RUBEN SAINZ LINAREZ

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## WORK EXPERIENCE

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### **Client Service Specialist Support- Columbia State Bank**

**2015 - Present**

- Became the most requested support specialist among 40 support specialists due to superior ability to adapt, problem solving skills, and professional customer service.
- Earned a cash balancing score of 97% and prevented over \$13,000 in losses by identifying fraudulent checks.
- Provided support to over 40 branches in Oregon and Washington with positive reviews from clients, staff, and management.
- Facilitated the process during employee transitions, branch consolidations, audits, and system changes to over 10 branches.
- Coached and provided continuous support to 10 Client Service Specialists.

### **Administrative Assistant, Salem, OR - Salem/Keizer Coalition for Equality 2010-2014**

- Assumed the role of Interim Co-Executive Director as the previous director stepped down.
- Collaborated in the development of a new website.
- Reduced time of published material from a few weeks to a few hours all while reducing the maintenance cost by more than 50%.
- Established a new database system designed for better tracking and reporting.
- Implemented an electronic filing system design to improve the retention and organization of records and reports.

## SKILLS

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| • Software: Microsoft Word, Excel, Power Point, Adobe Illustrator | • Financial: capital budgeting, financial analysis, and cash flow projections |
|   | • Languages: Spanish, English   |

## EDUCATION

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### **Bachelor of Science in Finance, Portland, OR - Portland State University**

**2012- 2014**

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|-----------------------------------|-----------------------------------|
| • Cumulative GPA: 3.69            |                                   |
| • Relevant Course Work:           |                                   |
| Intermediate Financial Management | Intermediate Financial Accounting |
| Corporate Finance                 | Business Strategies               |

### **Associates of Science in Business, Salem, OR - Chemeketa Community College 2009-2012**

Cumulative GPA: 3.78