

left voicemail
02/11

Karuza Cooke

506 3rd Ave, NW
New Brighton, MN 55112
(651) 206-9648
Karuzacooke@yahoo.com

Objective **As an entrepreneur and independent contractor, I am looking to apply my finance knowledge and skills with an organization that will allow me to utilize my leadership habits, grow as an individual and reach my full potential.**

Education

St. Anthony Village Senior High School
High school diploma June 2010

Minneapolis Community & Technical College
Associate Degree in Liberal Arts/Business Administration May 2012

Metropolitan State University
Bachelor Degree in Finance Spring 2014

Experience Communication and Leadership

- Managed several cases dealing with debt recovery and credit card payments
- Offered creative ways for clients to settle credit disputes
- Contacting customers and arranging payment methods
- Providing support to department leadership in performing trend analysis, gathering information, performance feedback and related activities
- Entering source documents into computer, using data entry devices, such as keyboard or optical scanner and following exact format displayed on screen.
- Comparing data entered with source documents, or re-entering data in verification format on screen to detect errors
- Ability to work as an active participant in a team as well as independently
- Compile, sort, fax, and verify accuracy of data to be entered
- Expert knowledge and understanding of bank operations, department policies, procedures, products, services, systems and applications
- Proven organizational planning, analytical and decision-making skills
- Maintained activity logs and prepared reports
- Proven ability to make sound judgments in decision making process
- Gave assistance in creation of project plans, reporting, evaluating results and directing resources and organizational communications appropriately
- Coordinated and execute project to attain company and/or department objectives

Business and Organization

- Managed time effectively and coordinated tasks to meet daily goals
- Assisted with system development, reporting, and conversions
- Effective high paced multi-tasking skills to serve clients
- Configured payment arrangements for late stage credit card accounts
- Create budget reports
- Worked independently on routine projects after acquiring initial experience
- Constructed income forecasts reports and finance charts
- Contacted clients by telephone to expand existing customer relationships
- Many areas of data entry

Additional Skills

Self-motivator

People oriented

Self-educator

Teamwork abilities

Expert with Microsoft Word tools (Excel, PowerPoint, Word etc.)

Financial knowledge

Time management expert

Very attentive and well organized

Reliable and hardworking

Able to multi-task in an intense environment

Willingness to learn

Business minded

Certain that my future is within the finance career area

Employment/ Internships

Finance Analyst/Accountant, US Bank, Minneapolis, MN 2010- Current

Wendy's, Minneapolis, MN 2006-2010

Elmwood Church, Saint Anthony, MN 2006-2010