

Cora McCartin
3737 Zenobia Street Denver, Colorado 80212
720-885-1803

Career Objective:

To obtain a challenging position that will enhance my skills as well as provide an opportunity for advancement.

Profile:

Excellent communication and problem solving skills.
Reliable, fast learner and able to work with little or no supervision.
Organized and highly motivated.
Effective in handling a wide variety of tasks.

Professional Experience:

Urban Lending-Broomfield, Colorado March 2012 to July 2012 Temporary Assignment
Intellisource Temp Agency

Processor in Mail room we receive many Fed Ex envelopes. 1. Open envelopes, separate contents into different categories. 2. Scan documents 3. Index documents 4. Quality check to ensure that everything was scanned accurately and indexed into proper category.

Westerra Credit Union - Denver, Colorado October 2007 to November 2011
Banktemps:(Westerra Credit Union) March 2007 to September 2007

Resource Services Representative:

Responsible for posting mailed in deposits, loan and credit card payments. Close deceased accounts, handled research requests for signature cards, member account statements and check copies. Processed verification of deposit requests, sorted all incoming mail and distributed to the correct departments and operated mail room equipment to apply postage to all outgoing mail.

Fiserv ISS- Denver, Colorado November 2005 to October 2006
Associate Trust Processor:

Responsible for posting dividends and reconciling assigned fund accounts on a daily/monthly basis monitoring fund account balances, dividend, transfer, and trading activity.

Chipotle (Kelly Services) Denver, Colorado January 2004 to November 2004

File Clerk/Administrative support:

Entered new and updated information from I-9 forms, established new hire employee files and pulled terminated employee files for all stores.

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Janus Funds-Denver, Colorado

November 1998 to July 2003

Financial Services/Qualified Plans Representative: 11/1999 to 7/2003

Responsible for performing a variety of activities related to the servicing of retail mutual funds and IRA accounts. Process and quality check shareholder transaction requests in accordance with the legal and regulatory requirements including exchanges, redemptions and transfer of assets. Maintain a high standard for productivity and quality of work.

Transaction Processing:

November 1998 to October 1999

Established new accounts for shareholders and performed maintenance on existing accounts. I exceeded monthly productivity and quality department standards allowing me to become a lead representative.