

# Christopher A. Patenaude

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**Objective:** I am looking for a full-time position to use my skills in a professional setting.

## Education

- Northern Maine Community College: Information Technology (2003)
- University of Maine at Presque Isle: Psychology/ Sociology (2001-2003)
- Presque Isle High School (2001)

## Work History

- **2013** - Quality Control Officer for Bank of Hawaii -Bishop Company
  - Pulled mortgage files to check for accuracy of data and make corrections
  - Monitored file management and storage
- **2012- 2013** - Mortgage Finance Sales Associate Specialist - Bank of Hawaii - Bishop Company
  - Prepared and sent initial and revised disclosures
  - Prepared files to be sent to Corporate Processing
  - Adversed withdrawn and canceled files
  - Prepared closing packets for signing
  - Managed office supply inventories
  - Attained proof of insurance for real estate properties
- **2012** - Co-owner - Sopapillas De La Torres
  - Acquired Tax Excise ID Number
  - Created menus
  - Managed food and supply inventories
  - Handled cash transactions
- **2012** - Luxury Retail Sales Associate - Armani Exchange
  - Extensive and personalized customer service to meet sales expectations
  - Processed cash and credit transactions
  - Maximized store profit with a team of Sales Associates
  - Audited apparel and accessory inventories
- **2007- 2012** - Administrative Assistant - Terri Conley Rentals
  - Scheduled appointments for real estate showings
  - Wrote and posted advertisements for rental properties
  - Collected rental payments and security deposits
  - Coordinated cleaning staff

- Managed office supply inventories
- Performed minor maintenance and cleaning of office and rental properties
- Answered multi-line phone system
- Composed business emails to renters and company contacts
- Handled incoming and outgoing mail
- Compiled and organized data on occupancy of rental properties
- **2000 - 2007** - Computer Systems Operator/Data Entry Specialist - The Aroostook Medical Center
  - Utilized AS 400 software for data entry
  - Ran and printed patient bills and reports
  - Delivered reports to various hospital departments
  - Communicated with hospital staff to resolve minor IT issues
  - Assembled mobile computer terminals

## **Computer Skills**

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**WPM:** 70

**KPH:** 4900

### **Software:**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- LoanQuest
- AS 400

## **References**

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Bank of Hawaii - Shanae Souza Senior Vice President Mortgage Banking

(808) 694-4366

Bank of Hawaii - Alan Miyasaki Assistant Vice President / Loan Center Manager

(808 ) 694-7457

Bank of Hawaii - Jill Button Sales Associate Specialist

(619) 446-7582

*\*\*\*Additional references available upon request\*\*\**