

To Hiring Executive:

As a recent 2001 graduate with a bachelor of science in Economics/Finance. I would like to pursue my education within the Accounting arena. I am seeking an entry level position I can utilize my degree and pursue my CPA.

During my studies as a full time student I worked for Key Bank as a full time employee. I would like a position that offers challenge, career advancement and more opportunities.

Please if you have any questions feel free to contact me at 216-451-5823 or via email.

Below is my attach resume

Thank you!
Synester S Jeter

SYNESTER S. JETER
Email: ssjeter@cs.com
15001 Darwin Street
Cleveland, Ohio 44110
(216) 451-5823

SUMMARY:

To obtain a position that utilizes analytical, problem solving, decision-making and project management skills, while providing opportunities for continuous professional growth.

SUMMARY OF SKILLS:

- Proficient in handling multiple tasks simultaneously
- Adapt at anticipating and defusing potential problems
- Highly motivated individual with strong interpersonal skills
- Ability to work well as a team player and independently
- Adapt easily to new concepts and responsibilities

EDUCATION:

David N. Myers College, Bachelor of Science, Economics/Finance, August 2001

PROFESSIONAL EXPERIENCE:

Key Bank, Brooklyn, Ohio

Account Analysis Associate

December 1999-Present

- Establish accounts for new corporate clients on the Relationship Product Management System
- Supply clients and account officers with service/cost analysis statement monthly
- Compute income adjustments for client balances using federal funds rate
- Key and balance manual fees using the General Ledger (Financial System) and Hogan DDA (Demand Deposit System)
- Research and analyze past due report requests on CIS (Customer Information System)
- Create Customers Profiles in Customer Information System Database

ATM Proof Operator

November 1996-December 1997

- Processed ATM deposit transactions
- Balanced terminal to reconcile cash, checks and utility payments

Lockbox Remittance Processor

December 1997-December 1999

- Balanced and reconciled check trays
- Processed return items for customers
- Met and maintained production standards set by assigned department

COMPUTER EXPERIENCE:

Lotus Notes, Microsoft Word, Excel, Power Point and Internet

REFERENCES:

Available upon request