

DOUGLAS BRICKELL

OBJECTIVE To find a career where my detail orientated nature and problem solving skills that will help the company succeed because all jobs are important, no matter how big or small they may seem.

PROFESSIONAL ACHIEVEMENTS

DATA ENTRY

- Worked on projects across several clients with differing guidelines and requirements.
- Worked on several document viewer programs and customer information programs.
- Prepared paper documents and invoices for scanning into digital format.
- Typing an average of 45 wpm
- Basic knowledge in C++ and Visual Basic

MUTUAL FUND

- Trained new employees on the processes and procedures needed for the department.
 - Reviewed financial transactions for fraud and ensured they met internal compliance.
 - Set up and maintained consumer and corporate accounts.
 - Processed financial transactions of purchases, redemptions, and transfers on retirement and non-retirement accounts.
 - Cross trained on educational saving accounts and on making outgoing calls to other financial institutions.
-

WORK HISTORY

COOK, MCDONALD'S 23RD, LAWRENCE, KS

July 2019 - Current

DATA ENTRY SPECIALIST, SCANNING AMERICA INC, LAWRENCE, KS

June 2016 - July 2019

DISHWASHER, 23RD STREET BREWERY, LAWRENCE, KS

October 2015 - January 2016

MUTUAL FUND SECURITIES REP, BOSTON FINANCIAL DATA SERVICES, LAWRENCE, KS

June 2007 – June 2015

EDUCATION

HIGH SCHOOL DIPLOMA, LAWRENCE HIGH, LAWRENCE, KS 2005

1 SEMESTER, UNIVERSITY OF MISSOURI ROLLA, ROLLA, MISSOURI, 2006
