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## CUSTOMER SERVICE PROFESSIONAL

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Employment	<b><i>Amalgamated Credit Union Saginaw, MI</i></b> <b>Financial Service Representative</b> <ul style="list-style-type: none"><li>•</li><li>• More than 7 years' successful experience in member service.</li><li>• Possess solid computer skills.</li><li>• Excellent working knowledge using, Microsoft Excel, WordPerfect, Microsoft Word, and Adobe.</li><li>• Experience ordering, maintaining, and tracking ATM and Debit cards.</li><li>• Posting and balancing our Student loan portfolio in conjunction with Great Lakes Lending.</li><li>• Balancing, Loading, and basic maintenance on our ATM machines.</li><li>• Experience creating many of the member forms currently being used in the office.</li><li>• Loan servicing experience.</li></ul>	<i>2005 -Present</i>
	<b><i>Saginaw Intermediate School District</i></b> <b>Millet Learning Center</b> Long Term Substitute Teacher Autistic Impaired <ul style="list-style-type: none"><li>• Worked for 2 years in the 19-25 year old Autistic Impaired room.</li><li>• Developed and implemented Individualized Education plans for each student.</li><li>• Conducted yearly conferences (IEP's) with parents.</li><li>• Develop weekly lesson plans based on student's individual level of functioning and preferred learning.</li></ul>	<i>2003 - 2005</i>
Education	<b><i>Michigan State University, East Lansing, MI</i></b> <b>Bachelor of Science: Early Childhood Development and Elementary Education</b>	<i>2000</i>

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References Furnished Upon Request