

Shelly Stoner

3807 Troy Harbor
Santa Ana, CA 92701
(714) 555-0998

Objective: Brokerage Clerk

Highlights

- Proficient in computerized cash registers and 10-key operations.
- Excellent attention to detail, with very low error rate.
- Participated in transfer of records from one computer system to another.
- Able to learn new processes and technologies easily.
- Work well independently and in teams situations.

Experience

Lau and Associates
Brokerage Clerk

Santa Ana, CA
August 1995 to Present

- Recorded purchase and sale of securities for investment firm.
- Used brokerage software to compute federal and state transfer taxes and commissions.
- Verified information such as owners' names, transaction dates and distribution instructions on security certificates to ensure accuracy and conformance with government regulations.
- Input transaction data to computer accounting ledgers and certificate records.
- Received securities and cash and scheduled delivery of customer securities.

Inland Bank
Teller I

Pleasant Hill, CA
June 1993 to June 1995

- Kept custody of funds and made cash deposits and withdrawals from bank accounts.
- Received and disbursed funds from and to customers via cash, treasury checks and traveler's checks.
- Reorganized and maintained inactive files.
- Distributed mail and answered office phones.

Education

Pleasant Hill City College
Associate of Arts in Business (specialty in Finance)

Pleasant Hill, CA

References: Available upon request