Elizabeth Jones eljones.millson@gmail.com 425-802-2176

OBJECTIVE

Career transition to Database Development and Administration. Looking to bring my unique mix of people skills and tech knowledge to your company. Life-long, quick learner who wants to be part of a creative, agile, team that values communication and innovation.

<u>SKILLS</u>

HTML CSS SQL Python MySQL Excel

EXPERIENCE

Bank Teller

US Bank

Feb 2016 – present

- Process the weekly order by the deadline and prep the outgoing shipment efficiently to ensure that the branch cash flow % goals are maintained
- Process transactions quickly and accurately while interacting with the customer to determine their present financial needs and educate them on what products and services we offer to help build the life they want
- Maintain the appropriate cash levels in the branch anticipating how the needs of customers, regular business clients, ATMs and changing local events will shift the denominations and quantity of cash needed on a weekly basis.

Real Estate Agent Keller Williams Downtown Seattle April 2014 – Jan 2016

- Guide and educate clients through the process of buying and selling real estate, including mortgage application, viewing properties, making solid offers, home inspection and negotiation
- Advise clients on how to make a property appeal to the most buyers through the use of staging, de-personalization, curb appeal, focused on big impact but low-cost changes
- Continually educate myself on housing and financial market trends, changes in real estate regulations and forms, and emerging technology

EDUCATION

Database Admin & Development	Seattle Central College	2019
Associates Degree of Culinary Arts	North Seattle College	2008
Bachelor of Arts in Business Admin	University of Puget Sound	2002