

Jackson Dukes

1002 Inverness Lane
Oxford, MS 38655

601.900.8755
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Education

University of Mississippi / Finance
AUGUST 2019 - DECEMBER 2021, Oxford, MS
GPA: 3.0
BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE.

Holmes CC / Accounting
AUGUST 2017 - MAY 2018, Ridgeland, MS
GPA: 3.8
ASSOCIATE OF APPLIED SCIENCE IN ACCOUNTING

Experience

Paragon Bank / Universal Banker

AUGUST 2021 - PRESENT, Oxford, MS

- Expediting various processes of loan applications and approvals
- Performing cross-regional training for new employees
- Logging and tracking all branches' total cash balances
- Balancing ATM and vault weekly
- Conducting new customer outreach through community events

Mississippi Federal Credit Union / Teller

AUGUST 2019 - AUGUST 2021, Oxford, MS

- Educating visitors about promotional offerings
- Establishing good relationships with members
- Handling day-to-day needs of teller station

Skills

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- Fluent in Microsoft office and teller software
 - Excellent communication skills
 - Committed team player
 - Quick learner
 - Focused and attentive

Accolades

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- State of MS Notary Public
 - Ambassador for Oxford- Lafayette Chamber of Commerce
 - MBA Principles of Banking Certified

REFERENCES AVAILABLE UPON REQUEST