Athena D. Slaton

 Brooklyn, N Y 347-727-8585 Aslaton@ymail.com

**Summary of Skills**

* Ability to work well both in a team and individually.
* Customer service and public relations experience
* Ability to multitask in fast paced environments
* Excellent interpersonal, communicator & organizational skills
* Proficient with Microsoft Office programs
* High level of diligence
* Initiative-taking leader, Time management
* NMLS registered

**Education**

**CUNY Medgar Evers College**

12/2019 Bachelor’s in Sciences in Business Administration

08/2018 Associate’s in Science’s in Business Administration

**Work Experience**

Kings County NYC HHC July 2019- Current

**Clerical Associate Level 3**

* Responsible for various administrative tasks and operational functions
* Processed, recorded and maintained patient files, while collaborating closely with doctors.
* Scheduled patient appointments and transportation requests
* Worked with other departments to obtain or transfer necessary data.
* Trained new team members

Santander Bank, Brooklyn NY January 2018- April 2018

**Universal Operations Specialist / Branch Operations Manager**

* Responsible for audits, Maintaining branch cash levels
* Overseeing Teller unit and function as primary Supervisor
* Trained new tellers
* Maintained confidential files and systems
* Informed team of 5 with new updates

Chase Bank, Brooklyn NY. October 2016-March 2017

**Lead Teller Operations Specialist**

* Sole Custodian of cash and coin vaults
* Processed Domestic and international wires.
* Provided Tellers with Supervisor overrides
* Assisted with providing updates on Policies & Procedures
* Provided assistance with staff scheduling, audits.

* Processed transactions ranging in difficulty.

Investor’s Bank, Brooklyn Heights NY April 2014- August 2016

**Customer Service Associate II (Bank Teller)**

* Responsible for handling customer withdrawals, transfers and deposits.
* Closed customer accounts, when requested
* Provided administrative support for Branch management.
* Informed customers of various bank products and promotions.
* Participated in annual staff meetings and bank wide events.
* Assisted in the opening and closing duties of the branch.

 Ron Brown Academy Brooklyn NY Oct 2009-Jan 2010

**Office Assistant / Teacher’s Aide**

* Assisted teachers with various needs such as, helping students with class assignments.
* Helped Parent coordinator and P.T.A with different duties such as organizing the Schools Main office.
* Made and distributed school flyers and notices.

Murry Bergtraum High School for Business Careers New York, NY Oct 2005-Jun 2008

**Administrative Assistant Intern**

* Communicated effectively with personnel, parents and students
* Provided administrative assistance in an office setting