

Keann Kline

(818) 523-5442 • keannkline@gmail.com

Business professional with 10+ years of experience ranging in business administration, banking and home mortgage lending. Seeking to fulfill part-time employment with a company where I can provide my knowledge and leadership skills and show excellence in the workplace.

Experience

Treasury Assistant

September 2007 – July 2016

Dole Food Company

Westlake Village, California

- Maintained bank account administration with company officers across various international Dole subsidiaries.
- Reported directly to company Treasurer and assisted in general treasury functions.
- Provided assistance to Corporate Treasury Department in cash management, foreign exchange and daily operations, always happily offering to take on additional tasks.
- Managed department travel arrangements and meeting calendars with high level organization.
- Assisted in the implementation of a new company entity, Dole Ireland, including systems training for new employees and the ordering of all new office equipment.

Funder

October 2005 - December 2006

Ownit Mortgage Solutions

North Hollywood, California

- Reviewed and processed bank wire instructions for new mortgage loans.
- Gathered new property titles, appraisals, customer information, escrow instructions and other documentation necessary for loan funding.

Bank Teller

February 2005 – October 2005

Citibank

Chatsworth, California

- Processed cash and financial transactions in an organized and timely manner.
- Established credibility with client, being sure to remember the names of regulars.
- Assisted supervisor with ATM deposits and balancing of bank vault.

Skills

Computer: MS Word, MS Excel, MS Powerpoint, Lotus Notes, Adobe Acrobat, Internet Explorer, Mozilla Firefox, Windows, Mac

Business: Excellent at providing high level customer service, proper phone etiquette, and extremely organized. Ability to multi-task, work independently and carry out directions from a supervisor in a timely manner.

Education

Humboldt State University, Arcata, CA

Overall GPA: 3.56

Major: Environmental Resources Engineering

Expected May 2019

Moorpark College, Moorpark, CA

Overall GPA: 3.60

Areas of Study: Business Administration / Environmental Science

Professional References

W. Scott Campbell, *Assistant Treasurer*, Dole Food Company, Inc.
1 Dole Drive, Westlake Village, CA 91362
(818) 874-4000
w.scott.campbell@icloud.com

Jarod Adair, *Sr. Treasury Operations Analyst*, Expedia, Inc.
333 108th Ave NE, Bellevue, WA 98004
(818) 943-3055

Beth Pottillo, former Treasurer and supervisor at Dole Food Company, Inc.
(818) 679-0389
bethpm@mac.com