**Samsam Karar**
4659 Bryant Ave. Minneapolis, MN 55412

(763) 203-0073 samsamkarar@gmail.com

**Objective**

Seeking a career opportunity to cultivate my leadership skills.

**Skills**

* Proficient with computer programs such as Word, MS, Excel, and PowerPoint.
* Excellent keyboarding and computer literacy skills.
* Get along well with people, can work with minimal supervision.
* Strong work ethics, bright, honest and team player.  Able to handle pressure, and able to submit deliverables on time.

**Work History**

**CRAEC/RPTA   Minneapolis, MN 4/2014 – Present**

***Program Registrar***

* Enroll new students and assign them to class
* Follow-up on non-attending student and exit non-attending students
* Assure attendance data is being accurately entered into MABE program
* Test students by checking their level of education
* Coordinating class schedules and resolving scheduling conflicts

**US Bank                        Bloomington, MN 09/2012 –03/2014 *Administrative Assistant***

* Uploaded new loans to sub-servicer on daily basis
* Checked general ledger and accounts receivable daily
* Adjusted any closing general ledger entries
* Performed additional duties as required
* Created new files and new accounts, copied and scanned necessary documents

**Wells Fargo Minneapolis, MN 9/2011 – 05/2012
*Administrative/ Mortgage Processor***

* Filed and sorted documents
* Ensured that all information was accurate
* Submitted loan file to underwriting for review
* Ensured all compliance and underwriting guidelines were met
* Entered loan information into the system

**Education**

**High School Diploma Mifflin High School**, **Columbus, OH**

**Accounting Major, Class of 2018 Metropolitan State University, St. Paul, MN**