

Anthony Ferguson

anthony.ferguson.pfs@gmail.com

(609) 316-9944

11 Andrea Drive Mansfield, NJ, 08022

EDUCATION

Pennsylvania State University

Bachelor of Arts in Political Science

University Park, PA

Anticipated Graduation: May 2025

Major: International Political Economy, Minor: International Business

- Distributive Education Clubs of America (DECA) member
-

CERTIFICATIONS

Notary Public

Commission No. 50222150

May 2024

Nationwide Mortgage Licensing System (NMLS) No. 2593934

May 2024

WORK EXPERIENCE

Credit Union of New Jersey

April 2024 - Current

Universal Member Services Representative

- Confirm member identities and witness official signatures.
- Serve as a Notary Public Agent taking verification on oath on official documents
- Originate various loan products.
- Provide credit and finance counseling.
- Procure new business accounts and strengthen existing member relationships.
- Meet product and sale incentive goals.
- Operate cash recycler.
- Assist members with the Interactive Active Teller machine.

Dow Jones
Member Services Representative

February 2023 - April 2024
Princeton, NJ

- Assist members by phone and email in English and Spanish.
- Update members' personal and financial information into confidential database.
- Collaborate across various departments to efficiently help members.
- Utilize active listening techniques to better understand and solve members' issues.

First Commerce Bank
Teller

Robbinsville, NJ
December 2021 – March 2022

- Received and recorded deposits, distributed withdrawals and processed loan payments.
- Performed platform duties and lead teller line.
- Practiced due diligence to protect clients and Truist from fraudulent activity.
- Kept accurate cashbox and till records in PC Teller on designated teller days.
- Opened accounts for new clients and input their paperwork and identification into the Client Portal.
- Balanced the vault and settled the ATM.
- Prospected new business clients locally through community outreach promotions and programs.
- Ensured that weekly, monthly, quarterly, and yearly branch goals were met..
- Informed clients on financial products offered by the bank.
- Opened safety deposit boxes for clients.
- Reported suspicious financial activity.
- Prepared and issued cashier's checks.

Pennsylvania State University- University Park Campus
Event Organizer

October 2019 – March 2020
State College, PA

- Created and used guided diagrams to complete room setups.
- Ensured rooms had proper audio/video (AV) setup.
- Reviewed clients' budget documentation to determine their spending limit and needs.

Pennsylvania State University - Berks Campus
Dining Hall Worker

August 2018 - May 2019
Reading, PA

- Updated daily food menus throughout campus.
- Delivered food and materials to desired event locations.
- Served and prepared meals for students, faculty and staff.

Clark's Outlet
Sales Associate

Jackson, NJ
November 2016 - August 2017

- Handled cash and credit transactions.
 - Sold in-store rewards program to customers.
 - Took proper inventory and reported it to the manager.
 - Assisted customers with proper shoe sizing.
-

VOLUNTEER EXPERIENCE

Nia Ministries
Toy Giveaway Volunteer

December 2023
Trenton, NJ

- Organized donations for the nonprofit's annual holiday toy giveaway.

Pennsylvania State University - Berks Campus
Campus Life Volunteer

September - May 2018
Reading, PA

- Prepared and distributed meals to homeless shelter patrons.

Sweet Carolina BBQ
Summer Volunteer

May - August 2018
New Egypt, NJ

- Prepared and catered meals for New Egypt Middle School students for their summer program meal partnership.
-

RELEVANT SKILLS

- Proficient in Adobe software: Adobe Dreamweaver, Adobe Illustrator and Adobe Photoshop
 - Proficient in Microsoft Office: Excel, PowerPoint, Word, Outlook and Teams
 - Proficient in Google Workspace: Docs, Sheets, Slides and Gmail
 - Coding abilities with JavaScript & Python.
 - Creating Pivot & Amortization Tables.
-

REFERENCES

- Andrea Billups, Branch Manager/Assistant Treasurer at First Commerce Bank
Email: abillups@firstcommercebk.com
Phone: (609) 443-9600
- Autumn Fritz, Secretary; Staff Advisory Council/Licensed Social Worker at Pennsylvania State University - Berks Campus
Email: miz1@psu.edu
Phone: 610-396-6334