

# Stephanie Benton

Address #1

Address #2

Phone xxx-xxx-xxxx / Mobile xxx-xxx-xxxx

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License #01XXXXXXX

**Objective: To advance my career with a cutting edge company that offers growth opportunity and the ability to utilize my knowledge of the industry, communication skills, and excel in my field.**

- 01/05 – 04/05      **Citibank**, Dublin, CA. Citigroup lending consultant for a retail financial center.
- 06/97 – 12/04      **Greenpoint Mortgage**, Novato, CA. Account Executive in the wholesale division for National lender for the past year in Walnut Creek, Concord, Lafayette and Pleasant Hill, CA. Prior to holding this position, was a top producer for 5 years as a retail loan advisor.
- 07/96 – 05/97      **Abbey West Directories**, Burlingame, CA. Sales Consultant for community yellow page directories.
- 10/95 – 06/96      **Packaging Concepts, Inc.**, Oxnard, CA. Account Executive. Responsible for marketing and maintaining new retail accounts for software pharmaceutical, and cosmetic companies in the San Francisco Bay Area.
- 02/94 – 02/95      **Parnell Medical Corporation**, Greenbrae, CA. Office Manager. Responsible for structuring work flow as well as daily operations of bookkeeping and scheduling, interviewing and hiring of staff.
- 04/93 – 01/94      **Business Design Associates**, Emeryville, CA. Administrative Assistant. Responsible for supporting administrative staff in the form of report generation, requisitions and transcription.
- 10/86 – 11/92      **St. Vincent Hospital and Health Care Center**, Indianapolis, IN. Medical Secretary. Responsibilities included transcription, maintaining patient charts, scheduling lab work procedures, ordering supplies and posting patient accounts.
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## Education

- 1992 – 1994      **College of Marin**, Kentfield, CA
- 1989-1992      **IUPUI**, Indianapolis, IN