

Cesar Robledo Jr.

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EDUCATION

Texas A&M University-Kingsville (TAMUK)

Graduated – December 2017

Bachelor of Business Administration – Accounting

ACTIVITIES

Dean's List – Fall 2017

Student Advisor Board – Spring 2017 – Fall 2017

Accounting Society-President, Spring 2017- Fall 2017

Honor Roll- Fall 2015

Historian & Chapter Editor, Spring 2009-Fall 2010

Sigma Chi Fraternity, Fall 2007- Current

EXPERIENCE

Kingsville Area Educators Federal Credit Union, Kingsville, TX

Teller

June 2017 – Present

- Process standard teller transactions for customers including servicing client accounts, accepting loan payments, cashing checks, balancing cash drawers.
- Supporting the bank sales team by identifying customer needs and then promoting current offers to them.
- Referring customers with financial problems to other colleagues for assistance.

City of Kingsville -L.E. Ramey Golf Course, Kingsville, TX

Intern

January 2016 – July 2016

- Payroll-collecting timekeeping information, incorporating a variety of deductions into a periodic payroll, and issuing pay and pay-related information to employees.
- Collected Purchase Card Statements and confirmed all purchases made by the employees with the receipt that they would leave in the folder.
- Budgeted the actual operating results, for the allocation of funding, and as a plan for future operations.
- Received cash for Daily Transactions from the customers or clients and debit it to the organization's account.

Pro Shop Associate

October 2014 – July 2016

- Opened & closed the pro shop/golf course, maintained internal merchandise inventory and overall cleanliness.
- Maintained expense reports, payroll (electronically and hard copy) and deposits.
- Upheld the sales floor and assisted store patrons with any questions or inquiries.
- Organized and monitored ongoing golf tournaments.
- Proficient in Microsoft Office software and basic arithmetic skills, due to daily operations.

Kleberg County -L.E. Ramey Golf Course, Kingsville, TX

Maintenance Worker

October 2013 – October 2014

- Uncluttered and Closed daily business operations around the grounds.
- Brought out and stored the golf carts in the mornings also evenings, as well as performed basic maintenance on service equipment.
- Maintained the greens, fairways and range and corrected any deficiencies in grounds appearances.

Sigma Chi Fraternity

- Published Quarterly Reports for the Sigma Chi Magazine, Spring 2009-Fall 2010

COMPUTER PROFICIENCIES

- Quick Books