
STEVEN KLOTZ

CONTACT INFO

sklotz165@gmail.com
CELL: 517-358-6986

PORTFOLIO

(GITHUB REPO)

<https://github.com/SteveKlotz/code-projects>

EDUCATION

ASSOCIATES DEGREE IN COMPUTER SCIENCE

OCTOBER 2020 – AUGUST 2024
Southern New Hampshire
University, Manchester, NH

HIGH SCHOOL DIPLOMA SEPTEMBER 2011 – MAY 2015

Hanover-Horton High School,
Horton, MI

SKILLS

- Coding Languages: Python, C++, Java
 - Windows
 - MacOS
 - Troubleshooting
 - Microsoft Tools
 - Accounting/General Ledgers
 - Customer Service
 - Time Management
 - Critical Thinking
-

EXPERIENCE

SR. WAREHOUSE LENDING OPERATIONS PROCESSOR – FLAGSTAR BANK, JACKSON, MI

March 2021 – February 2025

- Monitoring and balancing general ledgers.
- Creating, approving & processing journal vouchers in a timely manner, ensuring money is moved to and from correct accounts or general ledgers.
- Managing and observing overdrawn accounts.

UNEMPLOYMENT REPRESENTATIVE – STATE OF MICHIGAN UNEMPLOYMENT OFFICE, JACKSON, MI

January 2021 – March 2021

- Assisting clients with unemployment cases by answering questions they may have or guiding them in the right direction.
- Reviewing and processing claims while ensuring accuracy and client's eligibility.

TRANSPORTER - EVERGREEN LOGISTICS, GRASS LAKE, MI

July 2020 – Dec 2020

- Delivering product securely all around the state of Michigan in a timely manner, and sometimes collecting payment for vendor.
- Preparing layover orders for trucks performing deliveries that day.

ACCOUNTS RECEIVABLES CLERK - APPLGATE INC., JACKSON, MI

August 2019 – May 2020

- Handling multiple accounts with multiple invoices.
- Making sure invoices are sent out at the correct time.
- Requesting NOC/Bonds for projects.

ACCOUNTS RECEIVABLES CLERK / SALES - MICHIGAN PIPE & VALVE INC., JACKSON, MI

June 2015 – July 2019

- Handling multiple accounts with multiple invoices.
 - Coordinating shipments to projects.
 - Perfecting submittal packages and MDOT Certifications.
 - Making sure project liens/bonds/NOCs are in order.
-



REFERENCES

SCOTT FAULKNER – 517-243-7688

FRIEND / CONSUMERS ENERGY EMPLOYEE

TOM RYAN – 517-202-0264

PREVIOUS BOSS AND OWNER OF MICHIGAN PIPE & VALVE, INC.

ADAM GOLDBERG – 248-550-4432

PREVIOUS BOSS AND OWNER OF EVERGREEN LOGISTICS

COOKIE APPEGATE – 517-783-2646

PREVIOUS BOSS OF APPEGATE, INC.

