

PHILLIP K. MOTAMEDI

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EDUCATION

Risk Management & Insurance/ Quantitative risk analysis concentration

Graduation Date: May 2025

Georgia State University | Atlanta, Georgia

B.B.A Risk Management & Insurance

GPA: 3.57/4.0

Honors: HOPE Scholar, GSU Achievement Scholarship,

Extracurricular/Organizations: Gamma Iota Sigma, Finance Investment Network, & Risk Management Society student member.

Finance

Transferred: May 2022

Kennesaw State University | Kennesaw, Georgia

Honors: Deans list 2020-2021 academic year

WORK EXPERIENCE

Data Clerk

March 2023 - Present

Action Capital Corporation | Atlanta, Georgia

<https://www.actioncapital.com/>

- Prepares source documents for computer entry by coding and sorting information, establishing entry priorities.
- Processes customer and account source documents by reviewing data for deficiencies; resolving discrepancies by utilizing standard procedures or returning incomplete documents to the team leader for resolution.
- Enters customer and account data by inputting information from source documents into prescribed computer databases, files and forms and ensures balancing accuracy.
- Reconciles completed work for accuracy, scans documents into document management systems or databases and stores completed documents in designated locations.

Food Court Employee

October 2021 - July 2022

Costco Wholesale | Duluth, Georgia

- Processed payments and counted change to complete transactions.
- Promoted customer loyalty by efficiently handling food and service complaints.
- Supported wait staff and other members of the team in completing tasks.
- Performed shift change tasks to keep the store organized and efficient each day.
- Maintained effective supply levels by counting, monitoring, and reordering food and dry goods.

CAMPUS & COMMUNITY INVOLVEMENT

Student Member

March 2023 - Present

Finance & Investment Network

- We teach financial literacy to help students lay the foundations for their financial independence
- We engage in market talks and book discussions to make you a more intelligent investor
- We network with the best in the industry to get you the inside look and opportunity to connect with your future employers.

Student Member

March 2023 - Present

Risk Management Society

- Community volunteer events
- Prep for RIMS certifications & professional exams.

Student Member

March 2023 - Present

Gamma Iota Sigma

- Promote, encourage, and sustain student interest in insurance, risk management, and actuarial science as professions
- Volunteer Service activities

SKILLS

Tools & Technologies:

Microsoft Excel | Microsoft Office | Microsoft Outlook | Microsoft PowerPoint | Microsoft Word | Python | Tableau | Point Of Sale Systems | Google Docs | Google Drive | Hypertext markup language HTML | Cascading Style Sheets CSS

Interpersonal:

Problem Solving | Management | Communication | Organization | Analytical | Detail-Oriented