Jessica J. Lamphear

703 N. Walnut St

Arnold, Ne 69120

Phone: 308-660-3115

lamphearjessica@gmail.com

To whom it may Concern:

 My name is Jessica Lamphear. I am currently searching for work. I have many interests and have been a registered assistant in the past. I currently hold a Series 7, and 63 license, along with my Life & Health with Variable Annuities license.

 I am goal and detail oriented enjoying a variety of different things. I have been married for 11 years, and have 2 beautiful children ages 12 and 9. They are involved in various activities in our community. I enjoy spending time with all of them. We love to go camping in the summers, and enjoy family board games in the winter.

 I personally enjoy challenging myself as much as possible. I love to read, and always enjoy learning new things. I like to push myself and my family as much as possible. I take lots of pride in my family, and things we enjoy doing. I love new things and enjoy working with other people.

I may be contacted at the following: Cell: 308-660-3115 or email: lamphearjessica@gmail.com

Thank you for your consideration,

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**Objective**

**Diligent and driven.** I have worked extremely hard and achieved success in a variety of roles with increasing levels of responsibility. I am an effective communicator and team-builder with strong analytical, management and organizational skills with over four years of experience in the financial industries. I am also skilled in creating constructive and cooperative working relationships within a team setting.

**Abilities**

* Flexible
* People-oriented
* Finra Series 7 license
* Finra Series 63 license
* Advanced Clerical Knowledge
* Savvy relationship builder
* Goal oriented
* Self-sufficient
* Postitive
* Life & Health License (NE only)

**Employment History**

**Thrivent Financial:**

Associate Representative

11/2016-03/2017 Thrivent Financial Arnold, NE 69120

I held this position for a very short time. I was unable to generate enough in sales during my time (2 months was for testing-6 weeks in travel time) therefore my contract was not renewed.

**Stay at home**

01/2015-11/2016

I worked from home babysitting and doing foster parenting. We no longer do the foster care program, and both my children are in school. I enjoyed being home but am ready to be at of the house pursuing other things.

**Registered Assistant**

Professional Financial Advisors 501 So. Jeffers St North Platte, NE

01/2011-01/2015

I held this position for four years. I worked with clients, setting up client accounts, maintaining client accounts, and reviewing client accounts. I was responsible setting up appointments and managing the yearly RMD list. I was involved in client directed trading as well as helping distribute money on a regular basis. Managed the estate work in setting up and distributing in the event of a client’s death. I handled supervisory work; delegating and following through on client’s accounts to ensure things were handled quickly and efficiently. I prepared reports and statements for the review of client accounts as well as contacted the home office for assistance. I helped clients get logged into their online accounts as well. I was a big part of adding technology and updating systems in compliance with home office regulations. I also sat in on home office audits of our office and maintained the yearly logs with all compliance regulations on an annual basis.

**Customer Service Manager**

07/2010-01/2011

Staples North Platte, NE

I was in charge of reviewing employee behavior with the clients. Conducted weekly reviews of their interactions with both positive and negative feedback to the employee. Managed the lock room as well as opening and closing the store. I resigned from Staples to begin working at Professional Financial Advisers.

**Education**

Valentine Rural High School 2000 Graduated

Kaplan University Davenport, Iowa Graduated Associates Degree in Human Services

Series 7 Series 63 Life & Health with Variable Annuities

**References**

Janet Henne 308-530-0051 Friend for over 5 years

Sarah Hood 308-215-0380 Family friend since childhood

Heidi Cella 970-702-5898 Friend for 2 years