

██████████
North Pole, Alaska 99705

Cell ██████████

Victoria Acree

Objective

- To obtain a position with the State Of Alaska as a Massage Therapist Board Member to utilize skills in an environment which I am familiar with.

Experience

December 2013-Present Interior Sports & Leisure Massage, LLC
Fairbanks, AK

Massage Therapist

- Manage and operate an S Corporation as the owner
- Treatment massage given to clients with sports and other related injuries
- Maintained database of client records.
- Implemented treatment plans for clients within database.
- Educated clients with self-care stretches and techniques to assist in recovery.

July 2008- November 2013 Spirit of Alaska Federal Credit Union
Fairbanks, AK

Real Estate Specialist/Commercial Loan Specialist

- Verify, compile, and process applications for mortgage loans.
- Review and verify borrower's qualifications.
- Order appraisal, title report, and property survey and verify for accuracy.
- Inform perspective borrowers of approval outcome.
- Communicate with all parties to guarantee veracity, completeness, and timeliness of loan process.
- Facilitate the transfer of the loan from the lender to the investor.
- Research applicant credit history
- Conduct the explanation and walk through of the terms and conditions of the borrower's loan.

May 2007-July 2008 Military and Civilian Federal Credit Union
Fairbanks, AK

Financial Service Officer

- Review and analyze loan transaction packages for preliminary approval or denial in accordance with credit union guidelines for all types of loan applications including auto loans, credit cards, and personal loans.
- Interview and evaluate loan applicants to determine collateral and payment plans best suited for individual member needs.
- Ensure loan agreements are complete and accurate according to policy.

April 2003-May 2007 Seekins Ford-Lincoln-Mercury
Fairbanks, AK

Title Specialist

- Prepared and processed title and registration transactions for all vehicles utilizing the ALVIN system operated by the Department of Motor Vehicles.
- Received, organized, and submitted all paperwork from Finance department to financial institutes to ensure timely payment on vehicles purchased.
- Accounted for payment of all vehicles purchased.
- Prepared daily deposit consisting of payments received for all transactions processed within the dealership.
- Maintained and reconciled several major accounts.
- Input journal entries and EFT statements on a daily basis.

September 2001- September 2002 Internal Revenue Service
Seattle, WA

Customer Service Representative

- Database all incoming accounts and update changes in account status using the Automated Collections System 1.6.
- Take enforcement actions to promote taxpayer compliance.
- Contact taxpayers to resolve outstanding accounts as well as educate them to ensure future compliance.
- Examined each taxpayer's history to locate deficiencies with their compliance status.
- Make adjustments on accounts in accordance with the Internal Revenue Code.
- Assess penalties and interest and initiate any needed account adjustments in accordance with the Internal Revenue Code
- Document all actions taken and adjust taxpayer's accounts to reflect all changes in status and information to make certain all data is as current as possible.

1996-2001 United States Army

Chaplain Assistant/ Hospital Food Service Specialist

- Detailed description available upon request

- Currently near completion of an Associate's Degree in Applied Business-Finance through the University of Alaska
- Graduated from Ashmead College of Massage Professional Licensing Program Fife, WA 2002

Education

References

Available upon request