**John Kizziah**

2511 Crowne Ridge Drive

 Mountain Brook, AL 35243

 Mobile phone: (205) 789-1024

Home phone: (205) 874-9364

 Email address: jkizziah001@yahoo.com

**Education**
**University of Alabama, 2007**

 *B. S. Commerce/Business Administration-Culverhouse College of Commerce and Business Administration-Double major in Marketing and Management.*

*Registered Real Estate Title Agent-ALDOI License Number 3000450930*

**Goals and Objectives**

* To affect people around me in a positive way and make a difference in other people’s lives.
* To represent the company I work for ethically and with due process.
* To obtain a challenging position in a high quality environment where my experience and academic skills will add value to an organization.

**Technical Skills**

Land Tech, Soft Pro, Simplifile, SunGard Add Vantage, SEI 3000, Wealth Gateway, Microsoft Office (Word, Excel, PowerPoint, Outlook, Access), Lotus Notes, Social Media (Facebook, Twitter, Instagram).

**Members Title, LLC August 2018-Present**

*Registered Real Estate Title Agent*

*Underwriter*

*Members Title, LLC assists consumers, including those purchasing real estate properties, investors and insurance providers, with real estate transactions, title work, and research for residential and commercial closings as well as abstracting.*

* Work in all facets of underwriting as well as customer interaction. Communicate with clients when they are about to go into closings.
* Assist in retaining clients by going to functions where our business is marketed.
* Answer calls from real estate agents and their clients in order to help support the closing department as well as our closing attorneys/partners.
* Help place and type orders for new business coming into the firm to be sent to abstracting. Our firm will do anywhere from 100-200 orders depending on time of year.
* Work in abstracting if needed. This includes all means of research of a particular property (I.E. deeds, mortgages, estates, power of attorney, bankruptcies, etc.) through various online systems.
* Record documents for customers that have already gone through the closing process. This is done through a system called Simplifile.
* Work with various counties in the Birmingham area to have paperwork properly recorded.
* Complete policies for recorded work. This includes loan and owner policy jackets as needed. Policies are sent to the clients as instructed once the process is completed.
* Type commitments for abstracted work and this includes calculated amounts for the specified owners and loan policy amounts. Also show the research fee and CPL (closing protection letter) amount if instructed. Our firm will completed up to 200 commitments during the spring and summer.
* Identify requirements and exceptions for each order and include them in the commitment.

**Jefferson Title Real Estate December 2017-August 2018**

*Real Estate Underwriting Assistant*

*Jefferson Title specializes in real estate research, underwriting and closings for commercial as well as residential properties.*

* Assisted underwriters in researching commercial as well as residential properties.
* Researched accounts via Title Outlook as well as Soft Pro.
* Types of files included lot and block as well as acreage.
* Had the ability to understand different mortgages, deeds as well as Power of Attorney.
* Helped research acreage accounts by plotting maps of property.
* Searched property addresses to find policies. This was done via American Title as well as other policy websites.
* Researched owners and buyers to see if they had liens, judgments or bankruptcies.
* Searching for liens and judgments included going back 30 years in the Jefferson or Shelby County probate websites provided that there was not an exact policy for the address.
* Research also included looking back into OFAC (Office of Foreign Asset Commission) as well as Jefferson County Sewer for sewer liens.
* Once research was included, I would write up the file to include the Vesting Deed, all open mortgages as well as any liens or judgments.
* Assisted underwriters as well as closing attorneys by traveling to the title plant to further research files.
* Completed other duties as instructed by leadership.

**Regions Bank May 2017-November 2017**

*Senior Conversion Administrator*

*Regions Bank is a financial entity that concentrates in many facets of banking, including loans, wealth management, information technology, accounting and financial management.*

* Coordinate and perform treasury transaction activities including bank correspondence for the Share Repurchase Program, entering pension trades into bank software, check writing for Eatons political contributions program and internal emergency check requests, audit and process Workers Compensation State Assessments Payments
* Act as primary backup for setting daily positions, verify transaction accuracy and independently make corrections as needed, alert management of discrepancies and timing of applied corrections. Use independent judgment to determine the next steps in setting the positions.
* Using knowledge of the organization, determine the appropriate approach to coordinate global intercompany financing activities, including intercompany loan documentation, signatory confirmations and fulfilling internal audit requests.
* Oversee collection and reporting of bank signatory data and internal and external encrypted communications required to meet FBAR filing requirements.
* Research, verify and correct data within Treasury reports while handling confidential financial requests for reporting to senior management (i.e., Monthly Global Aging Report, RADAR reports, etc.). Report corrections made to management prior to final issuance of reports to Eaton senior level management.
* Determine the correct organizational contacts in order to coordinate and submit bank correspondence and files, maintain signature cards/files for bank access determination needs.
* Coordinate with Internal Audit Department to fulfill audit testing requests to ensure department compliance
* Act as system administrator for Global Treasury website maintenance and updates
* Partner with treasury managers to develop, maintain, and implement efficient workflow processes
* Serve as a SharePoint Coordinator effectively utilizing the current versions of Microsoft Office with an advanced skillset using Microsoft PowerPoint, Word, Excel, Outlook and other project software packages.

**BBVA Compass Bank April 2015-April 2017**

*Senior Marketing Coordinator*

*BBVA Compass is a financial entity that concentrates in many facets of banking, including loans, wealth management, information technology, accounting and financial management. My position supports all Marketing products and services within the company.*

* Create, deliver, edit, and optimize marketing materials with bank systems.
* Ensure that messages are supportive of and consistent with marketing strategies.
* Supervise social media outreach for the company.
* Ability to show leadership and have a mature work ethic.
* Strong computer skills, including Microsoft Excel, Word, Power Point and Outlook.
* Deliver content via LinkedIn, Twitter, Facebook, email, or direct mail to clients, both internal and external. Coordinate and deliver email campaigns as well as mass-mail materials.
* Create brochures, sell sheets, and provide support to marketing department.
* Coordinate flow of information and communication and disseminate it according to plan/strategy.
* Work with managers and business units to determine event budget and manage expenses for our budget.
* Promote company products and services through public relations initiatives.
* Develop marketing communications campaigns and create thought leadership materials.
* Create and deliver press releases, media relations content, case studies, white papers, executive bios, corporate newsletter content, social media content, and speaking proposals. Identify, develop and execute communications strategy for key media contacts and customer references.
* Research media coverage and industry trends.
* Develop fresh story ideas and conduct extensive media outreach at the request of bank superiors.

**Regions Bank, Birmingham, AL April 2010 - March 2015**
*Senior Wealth Management Analyst**Regions Wealth Management Operations and Technology provides customer support for retirement funds, trading and technology*

* Worked in a capacity of the Retirement Services Team of Regions Financial where I specialized in Wealth Management assisting customers, colleagues, administrators and superiors with the distribution of retirement funds as well as accounts receivable.
* Used Sun Gard AddVantage to process work, research issues and set up customer information.
* Set up clients in system and created/enhanced client relationships.
* Worked with data input for customers and business entities.
* Interfaced with Clients, Administrators, Accountants and Administrative assistants on a daily basis.
* Took overflow calls in certain times of the year and had to learn multiple roles when other members of my team were absent. Worked overtime if necessary.
* Having the ability to work under pressure and have composure was paramount to success.
* Gained extensive knowledge and understanding of the trust industry.
* Had the ability to communicate with a diverse group of people, internal and external, about complex issues.
* Worked within a highly regulated environment following corporate policies while performing the daily procedures involved with supporting my clients. This included wires as well as ACH distributions of up to, and sometimes over, $1,000,000 where terrific attention to detail was required. Also the ability to work with confidential information such as social security numbers was required.
* Good analytical, problem solving skills and attention to detail.
* Set up transfers, scanned paperwork into system, mailed checks to customers and verified work for maintenance purposes.
* Microsoft Excel was used to calculate tax amounts for customers depending on their marital status as well as age. This ultimately calculated daily reports for my superiors which were used for auditing purposes.
* Excel was also used to search for figures needed for daily work. An example would be routing codes that are used in direct deposit forms. Excel spreadsheets were also used to keep up with daily work production and number of calls taken.

**Attorney Mark Gualano, Birmingham, AL June 2009-March 2010**

*Attorney Mark Gualano brokers real estate transcations for prospective and current clients.*

* Assisted Mr. Gualano in networking, assisting colleagues internally as well as externally with legal real estate issues.
* Helped Mr. Gualano prepare legal documents, research information for clients and building social networking platforms for business purposes.
* Conducted legal research for clients and prospective clients. This included reviewing courthouse documents and interviewing prospects.
* Assisted in basic management of the office such as ordering supplies, setting up daily tasks and answering phone calls.

**ProEquities, Inc. July 2007 - June 2009**

*New Business Specialist**ProEquities is a wholly owned investment brokerage subsidiary of
Protective Life with a national sales force.*

* Supported ProEquities customers by establishing annuities such as IRAs, 529 Plans, Trusts and Individual accounts with the Laserfiche system.
* Would process from 50 to 100 distributions in a day.
* Performed account maintenance, updated and built various accounts as customers requested.
* Contacted sales representatives, communicated with superiors and colleagues in Pro Equities and other brokerage firms.
* Corrected errors in the paperwork for a particular account and reported to the Financial Representative responsible for that account, then generated the proper paperwork for the customer. Management would assist if necessary.
* Worked with new systems in the industry. Different and more efficient ways of processing customers’ paperwork were frequently implemented in order to ensure security and satisfaction. This work involved multitasking and the ability to work under stress.
* Processed and corrected commission errors as necessary.
* Microsoft Excel spreadsheets were used to track daily work amounts.