



# JESSICA NEUENBURG

## Professional Goals

I wish to support the creation of social platforms that will support and promote the growth and capacity development of the young population within the Mozambican community.

---

## Contact

### Mobile:

+ 258 85 644 3991

### Email:

jessica.l.neuenburg@gmail.com

### Location:

Maputo, Mozambique

## Academic History

### **SOUTHEAST COMMUNITY COLLEGE, LINCOLN, NE** Bachelor of Science (B.S.) Agribusiness, January 2021

- GPA: 3.9
- Relevant Coursework:  
Financial Markets Yale Class

---

## Work Experience

### **Member Services Representative**

#### **LINCONE FEDERAL CREDIT UNION, LINCOLN, NE | August 2020 – April 2021**

- Analyzing members' credit history and suggesting products based on it.
- Opening and closing membership accounts;
- Head of the Deceased reporting project;
- Processing all transaction requests for members such as payments, transfers, deposits, loan payments, payoffs and withdrawals via Branched Suite platform;
- Establishing mobile banking and bill pay services;
- Disbursing proceeds of loans approved by lending officers;
- Cash drawer balancing on a daily basis;
- Logging and verifying incoming;
- Federal Reserve currency to meet the demand;
- Completing CTRs and SARs for internal and external auditing;
- Sorting interbranch courier bags.

### **Executive Administrative Assistant**

#### **STONEBRIDGE INSURANCE AND WEALTH MANAGEMENT, LINCOLN, NE | August 2019 - August 2020**

- Creating all applications and onboarding paperwork for retirement income strategies, wealth management strategies, traditional IRAs/401K rollovers, generational wealth transfers, IRA legacy planning, 1031 exchange programs, long-term care strategies, tax efficient strategies, annuities and investments;
- Scheduling meetings for the President of Advisory Services;
- Updating client profile in CRM.

## **ADDITIONAL SKILLS**

- Income, Investment and Tax Planning
- Retirement Planning
- Healthcare Planning
- Project Management
- Securities Investments
- Big Data Analysis

## **LANGUAGES**

English, Portuguese and French

## **CERTIFICATIONS**

- Notary Public
- First-aid Certificate
- World Equity Group Financial Advisory Services

- Submitting new ticker investments;
- Scheduling and sorting out logistics for "Social Security and Retirement" & "Required Minimum Distributions" workshop;
- Submitting Trade Request, Account Closure and Cashing Out forms;
- Submitting insurance applications for approval and following the process until the accounts were established;
- Preparing contracts;
- Working closely with T.D Ameritrade, Fidelity and Charles Schwab to open accounts, update paperwork and submit trade orders;
- Processing Required Minimum Distributions based on client's preferences. Compliance risk management based on the World Equity Group, Inc. and Member FINRA regulations;
- Ensuring timely processing of billing responsibilities.

## **Inventory Management Specialist**

**NEOGEN, LINCOLN, NE | June 2018 - June 2019**

## **Greenhouse Research Technician**

**BASF, BEAVER CITY, NE | June 2017 - June 2018**

## **Financial Advisor**

**NELNET, LINCOLN, NE | May 2016 - June 2017**

## **Research Analyst**

**RCG ECONOMICS LLC, LAS VEGAS, NV | December 2014 - May 2015**

- Creating and maintaining database reports for research queries from internal and external sources about regional economics, public policy research, finance, gaming and hospitality, consulting and the real estate market;
- Making sure all the numbers are accurate for error-free, client-ready presentations and reports such as the Stat-Pack data featured in the newspaper;
- Performing research for the University of Nevada, Las Vegas and other governmental sources;
- Placing office supply orders.

## **Lead Cashier**

**ANGL, LAS VEGAS, NV | December 2014 - Mar 2015**

- Authorizing guest exchanges, controlling POS registers;
- Keyholder - responsible for opening the store;
- Overseeing the productivity, breaks and performance of the sales associates and assigning specific duties to best meet the needs of the store;
- Replenishing merchandise, placing new arrivals on the floor;
- Handling transfers and shipment.