

Frank R. Canistraro

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EDUCATION

West Virginia University, Eberly College of Arts and Sciences, Morgantown, WV.
Bachelor of Arts in Economics, Economics Major, Communications Minor (Graduate, August 2004)

EMPLOYMENT HISTORY

Team Leader, Disbursements

National Real Estate, Pittsburgh, PA September 2008- July 2011.
-Overseeing the work of 9 employees in disbursement department.
-Extensive customer service and issue resolution.
- Maintaining and researching company bank accounts.

Disbursement Agent II

National Real Estate, Pittsburgh, PA October 2005- September 2008.
- Assess and balance settlement statements in order to disburse mortgages.
- Prepare wire transfers, Print checks, and effectively respond to customer inquiries.
- Maintaining strong relationships with settlement agents and mortgage companies.

Account Manager

CraigMichaels, New York, NY. September 2004- April 2005
-Responsible for organizing, implementing and staging strategic business summits throughout the US.
-Leading sales associate responsible for over 18% of Research Facilities Summit attendance.
-Develop and maintain strong relationships with potential and current clients from a variety of industries. University Athletic Directors, Vice Presidents of Research Companies, VPs of Finance and Administration.

Guest Service Representative

Meadow Ponds Golf Club, Morgantown, WV. August 2002 - May 2004.
-Cash register, assisted in lessons, performed customer service, conducted sales transactions, coordinated and prepared customer golf outings and tournaments, maintained inventory.

Maintenance Staff

Eagle Manufacturing Company, Wellsburg, WV. May – August 2001, 2002, 2003.
-Painting, lawn care, patching and repairing roof, general repairs to equipment and facilities.

SKILLS / SPECIALTIES

Extensive study in the business, economics, communications, and research fields.
Strong leadership, communications, and sales ability.
Skilled in Microsoft Windows, Office and ACT!.
Experience in planning and coordinating events.
Self-motivated, energetic, and hard working.
Detail-oriented and extremely precise with money management.

REFERENCES

References are available upon request.

