

Douglas Walton



Work Experience:

Angel Investor, Cincinnati, Ohio

2018-present

I have invested in over 55 startup companies and real estate projects hours 20 to 40 salary varies per deal there is no set return on your investments

Advised companies on finance, marketing, sales, operations, human resources, expansion

Helped companies to find additional investors to invest in their businesses

Participated in social media campaigns to promote startups

United States Census Bureau

350 East 4th Street

Cincinnati, OH 45202 United States

07/2020 - 10/2020

Hours per week: 40 to 55 salary 75,000

Census Field Supervisor

Duties, Accomplishments and Related Skills:

Supervised census workers, monitor their progress and performance, and ensure that the quality of work is maintained and that work is completed on time.

Approved payroll for census workers and did the initial training for census takers

Performed corrective training as needed

Helped run the local census call center

Fifth Third Bank

5050 Kingsley Dr

Cincinnati, OH 45227 United States

07/2019 - 07/2020

Hours per week: 40 salary 55,000

Duties, Accomplishments and Related Skills

Enter pre-qualifications and applications in the Loan Origination system.

Evaluate loan options with the Loan Consultant that adhere to product and credit guidelines

Identify loan adjustments and execute change of circumstance in the loan origination system

Assure all components to the file are ordered, copied and included in the loan package prior to processing

Work with customers to set expectations including but not limited to rate inquires, appointments, loans.

Cincinnati Metropolitan Housing Authority

1627 Western Ave
Cincinnati, OH 45214 United States
01/2018 - 07/2019

Hours per week: 55 salary 55,000

Assistant Property Manager

Duties, Accomplishments and Related Skills:

Assist the Property Manager in establishing work schedules and assigning work as required to
Maintain efficient use of the management staff time to complete a variety of reports and recommend
corrective action as appropriate
Ensure accurate and timely completion of all letters, memos, and notices
Work closely with other CMHA departments and administrative personnel to effectively plan and
Implement programs at assigned properties
Inspect apartments for move-ins, move outs, annual HQS and housekeeping

Humana Insurance

111 Merchant St,
Cincinnati, OH 45246 United States
08/2014 - 01/2018
Hours per week: 40 salary 50,000

Referral Intake Specialist, Referral Specialist, Pharmacy Customer Service

Duties, Accomplishments and Related Skills:

Educate customers, providers and employers about Humana's products and services over the telephone
Receive, document and resolve customer inquiries by using established best practices
Place orders to help customers receive the lifesaving medications that they need
Meet or exceed production goals on a weekly basis
Connected members in the Humana at Home service to their Care Manager for continued care
Researched contacted and engaged members from several multiple sources such as CGX, HCAT, CCP2,
IMP and Authorizations
Received Certificate of Recognition for top production for the month of January 2015

NLB Services/Cognizant

10401 Highland Manor Dr
Tampa, FL 33610 United States
01/2013 - 01/2014
Hours per week: 50 salary 75,000

Referral Manager

Duties, Accomplishments and Related Skills:

Supported and used SharePoint, or similar technology, to facilitate TRICARE Support project management and deliverables

Coordinated with patient referral database and excel spreadsheets to manage the referral process for evaluations and procedures

Entered appropriate and accurate data in a timely manner within a nationwide healthcare accepted system/database

Trained new employees on the office operations

United States Army

9211 Marina Bay Dr Tampa, FL 33621 United States

08/2011 - 11/2012

Hours per week: 50 salary 45,000

Targeting Officer

Duties, Accomplishments and Related Skills:

Researched and assisted in the creation of analytically advanced target graphics

Utilized a variety of analytical tools, classified and open source data to gather and organize large amounts of multi-intelligence derived data

Assisted with the development of intelligence collection requirements and liaise with Collection Manager to accurately develop targeting products

Researched target rich environments in Afghanistan, Pakistan, Iran, and Yemen

Supervisor: Sargent Major Michael Paige (813-297-5232)

Okay to contact this Supervisor: Yes

Education:

Florida State University Tallahassee, FL United States

Master's degree 8 /2003

GPA: 3.0 of a maximum 4.0

Major: International Affairs

University of Cincinnati Cincinnati, OH United States

Bachelor's degree 6/2001

Major:

Finance Minor: Real Estate