

Name

232 Any Lane
City State 00000

(777) 867-5309
email@yahoo.com

Objective:

To obtain a management position in the banking or financial services field, utilizing my experience and education.

Profile:

- Strong interpersonal skills
- Excellent knowledge in supervision and delegation
- Thorough and well organized in completing projects
- Supervised employees, interviewed and trained new tellers
- Ability to manage multiple priorities
- Strong verbal and written communication
- Demonstrated leadership ability
- Counseled and evaluated tellers

Education:

MBA - Global Management	2005
University of Phoenix Arizona GPA - 3.7	
BA - Finance and Investments	1999
Baruch College, City University of New York. NY	
AAS - Business Administration	1996
Borough of Manhattan College, City University of NY, NY	
Certificate in Supervision and Management	1992
American Institute of Banking, New York, NY	

Professional Experience:

Operations Supervisor **03/2005- 8/2006**
State Mutual, City State

- Supervised paying and receiving operations & financial reps
- Audited monthly management reports
- Evaluated and reviewed employees performances
- Provided financial counseling and varied customer services
- Interviewed new tellers for both part-time and full time positions

- Resolved customers issues/problems
- Established Washington Mutual first school savings plan
- Organized & promoted Regional PTSA meetings for PS 251 & IS 59
- Presented & enrolled fifty students into school saving

**Professional
Experience
Cont'd:**

Bank of State, City, NY **01/1986-10/2003**
(Corporate & Retail Department)

Security Payment Processor Analysis **11/1999-10/2003**

- Prepared all payments to clients electronically through wire system
- Reconciled all monthly reports and created excel spreadsheets
- Proved all debt service logs & total cash wired out
- Send all transmissions to DTC

Teller/Assistant Operational Manager **04/1992-11/1999**

- Prepared all monthly proving and aging reports
- Prepared letters of Credit
- Audited vault reserved cash
- Prepared and processed all international wires
- Performed surprise and monthly counts of tellers cash boxes
- Performed all evaluations for tellers review

Part-time/Full Time Teller **01/1986-04/1992**

- Processed all customer transactions
- Processed all monetary instruments
- Replenished and balanced four ATM's
- Balanced daily travelers cheque logs
- Assisted in end of day proof