

ASSISTANT BANKING CENTER MANAGER

Executive Summary

Results-focused management professional offering 6 years of progressive leadership experience. Transforms high-potential staff into outstanding leaders who demonstrate the creativity and savvy that is critical to financial and operational success.

Core Qualifications

- Microsoft Certified, 120+WPM
- Top-rated sales performer
- Training and development
- Experience using various corporate software systems (Hummingbird, C-Net, Touch pointe, etc.)
- Proficient in E-Automate Digital software
- Proficiency with Microsoft Office Suite and web-based reporting tools
- Budget development
- Operations management
- Cross-functional team management
- Staff training
- Skilled negotiator
- Sound judgment
- Computer-savvy
- Calm under pressure
- Complex problem solving
- Top 10% Performer in Sales, Loans and Operations
- Platinum Loan Award
- NMLS Certified

Skills

- Detail-oriented excellent problem solving skills and extensive social media marketing experience.
- Results-oriented with the ability to lead organizations to successful product launches and higher revenues.
- Expertise in developing client relations.
- Excel at interfacing with others at all levels to ensure organizational goals are attained.
- Proactive approach has resulted in capturing numerous accounts and expanding client base.
- Possess excellent interpersonal, analytical, and organizational skills.
- Excel within highly competitive environments where leadership skills are the keys to success.
- Creative with broad-based background in highly competitive and dynamic organizations.
- Recognized as a decisive leader and excellent team player Account maintenance Business recovery and sustainability Operations analysis Procedure and process review and development
- Automate, banking, Budget development, business development, C, CoachING, Cold Calling, Excellent Communication, credit analysis, clientele, customer service, marketing, mergers, Microsoft Certified, Microsoft Office Suite, Fast learner, reporting, retail, risk analysis, selling, sales, strategic alliances

Professional Experience

Company Name City , State Assistant Banking Center Manager 01/2010 to Current

- Financial reporting
- Bank reconciliations
- Knowledge of commercial law Negotiation skills
- Complex problem solving skills
- Needs assessments
- Creative design Strategic planning Sales and Marketing Increased annual gross sales by 15%.
- Developed direct mass mailings which resulted in 8% growth of customer base.
- Sales and Promotion Achieved status as one of the top 10 performers in the region.
- Assisted in planning and executing promotional events.
- Client Interface Managed accounting close, accounts payable, and financial reporting for multiple clients.
- Profile management position accountable for soliciting business accounts and Developing strategic alliances with clientele.
- Develop tactics to increase assets and profitability within a territory Develop and implement innovative marketing principles and promotional sales events for Commercial and personal projects to further support financial growth.
- Counsel individuals and corporate clients with regard to investment opportunities, risk Analysis and monetary returns.
- Cross-sell banking services and products to clientele. Participate in community events to position the bank as a leader within the territory.
- Manage Staff, and Compliance throughout Banking Center Coach staff in profile management, compliance, balancing Prepare for quarterly audits Highlights: Excellent Communication Skills Fast learner, and excellent training skills Obtaining Loans: Personal, Home Equity, Vehicle, Commercial, and Small Business Cross-selling: Personal and Business accounts including investments Cold Calling On Site visits to local business Manages All Staff , follows HR and corresponding Governance Managed banking center during mergers and acquisition Multi-Task, Handled Risk and Operations Achieving beyond expected quota each quarter.

Company Name City , State Sr. Financial Banker 07/2007 to 01/2010

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Company Name State Sr. Financial Service Rep 11/2003 to 07/2007

- Directed daily operations for retail banking, including branch sales, business development, customer service, and credit analysis.
- Managed a staff of customer service representatives and tellers.
- Analyzed financial statements and pertinent information to determine creditworthiness of prospective customers.
- Counseled corporate clients and high net-worth individuals with regard to their borrowing needs.
- Highlights: Joined BBVA Compass as a Part-Time teller, Promoted to Senior Teller, and then Sr.
- Financial Rep within 2 years.
- Transferred to Capital One, Na.
- To further my career in Banking.

Education

Bachelor : Business Finance/ HR Management University of Houston downtown , City , State

Associates Houston Community College

Affiliations

Leadership Development Program-Comerica Bank

Junior Achievement

Red Cross

March Of Dimes

Breast Cancer Awareness

Prior Chamber Member