

BRANCH BANKER

Summary

Secure a position that will utilize my strong communication and organizational skills, customer service background and ability to work well with people.

Skills

Notary Medallion Microsoft Word, Excel Detail oriented

Experience

07/2004 to Current

Branch Banker Company Name i¼ City , State

- Provide exceptional customer service to all business and retail customers Understand financial needs of customers while building and deepening relationships Open and service customer accounts in an efficient and professional manner Actively participate in outbound sales efforts to expand customer base Prepare and participate in weekly team sales meetings and daily huddles Loan Officer-Applications, Submissions, Customer documentation, Close, Book.

06/2003 to 07/2004

Branch Supervisor Company Name i¼ City , State

- Managed and coach team while maintaining workforce stability by insuring knowledge of bank products, procedures, and polices Managed daily branch operations including but not limited to cash standards, regulations, compliance and weekly, monthly, quarterly, and annual audits Understand financial needs of customers while building and deepening relationships by cross-selling bank products and services Develop and expand new and existing consumer and commercial accounts.

10/1986 to 09/1998

Retail Banking Officer Company Name i¼ City , State

- Oversee Branch operations and manage teller staff to ensure following bank's policies and procedures Open and service customer accounts in an efficient and professional manner Provide exceptional customer service to consumer and commercial customers Identify and refer prospects to business partners Loan Officer-Applications, Submissions, Customer documentation, Close, Book.

Education and Training

Diploma Hammonton High School i¼ City , State

Skills

Book, coach, customer service, Detail oriented, documentation, financial, meetings, Excel, Microsoft Word, policies, retail, selling, sales