

ROBERT SMITH

Bank Associate

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To add value to your company, to help develop your business strategies with knowledge and experience. Long-term position with the opportunity for development and growth consistent with your corporate goals and needs.

CORE COMPETENCIES

Fluent in writing and speaking French; Microsoft Word, Excel, Spreadsheet, Database; Excellent Customer Service.

PROFESSIONAL EXPERIENCE

Bank Associate

ABC Corporation - August 2013 – December 2013

Key Deliverables:

- Contracted at State Farm Researched and updated client information database according to the United States Postal Service and other State Farm authorized sources.
- Created and updated report daily containing all duplicate profiles created in the State Farm Bank database in error.
- Sent daily e-mail to assigned team and bank management containing updated figures related to State Farm Bank customer profile errors.
- Created and forwarded task request to appropriate team.
- Resolved remaining/new errors found.
- Wrote/duplicated and populated template letters and mailed to customers when necessary.
- Obtained and sent information, checks, receipts, etc.

Bank Associate

Delta Corporation - 2012 – 2013

Key Deliverables:

- My responsibilities include customer service, cashing and depositing customer transaction, educating customers about the benefit of Astoria product.
- Highly skilled in receiving and processing all kinds of banking transactions such as verifying transactions, managing checking and .
- As a bank associate, my responsibilities included customer service, printing reports, inputting data for International Currency, balancing the vault, .
- SKILLS USED Highly skilled in receiving and processing all kinds of banking transactions such as verifying transactions, managing checking and .
- Provided teller transaction quality and efficiency to customers, including processing of deposits, withdrawals, transfers, loan payments, payrolls, .
- Opened various types of accounts, loan inquiries, address changes, as well as liaison with various areas to resolve complex issues Achieved personal.

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- Maintained current knowledge of new and existing products and services Executed policies and procedures to prevent fraudulent activities and protect.

EDUCATION

- Business/Law