

Bank Officer

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

Customer detailed-oriented reconciliation officer and quality-focused medical billing and coding professional with a proven track record of exemplary performance in the banking industry seeking challenging and rewarding career opportunities with a progressive organization. Manages strong working relationships with clients, peer and supervisors in an effort to consistently yield the highest quality work.

Skills

Project Management, Change Management, Ms Office Suite, Ms Project, Visio, Conflict Resolution, Portfolio Management, Payment Processing, Customer Service.

Work Experience

Bank Officer

ABC Corporation - February 1990 - June 2011

- Supervised overall reconciliation of monies due from the banks accounts and all bank-issued checks, suspense, and interoffice general ledger clearing accounts.
- Prepared daily, bi-monthly, and monthly departmental reports on reconciliation items.
- Resolved all open issues, such as differences Trained and cross-trained clerks.
- Prepared and submitted abandoned property reports by State for the appropriate State Comptroller.
- Placed accounts on back-up withholding, as well as generating annual back-up withholding reports to IRS.
- Documented write-offs and led committee write-off meeting.
- Reconciled all Nostros accounts, Treasury Tax and Loans, and Back-up withholding in a timely and accurate manner.

Bank Officer

Delta Corporation - 1989 - 1990

- Managed and trained New Account Representatives for 13 branches Marketing of products and services Knowledgeable in Deposit Compliance Loan Assistant.
- Assist in managing everyday activities of a busy retail banking branch Participate in call nights Assist in preparing and conducting weekly sales.
- Reviewed on a monthly basis all financials for the General banking group and reported this information to senior management.
- Organized the 1993 Budget process for General Banking.
- Assisted with commercial lending and was responsible for all phases of consumer lending within the branch.
- Received training in all areas of branch banking with a focus on financial analysis, management, and audit.
- Direct position held within corporations as a consultant.

Education

diploma in Medical Billing and Coding - (Ultimate Medical Academy - Tampa, FL)