

ROBERT SMITH

Lead Bank Officer

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

SUMMARY

Communicate effectively with both technical and non-technical communities. Software development team player who understands and participates in technical aspects of team discussions.

CORE COMPETENCIES

Operations, Operations Management, Banking Officer.

PROFESSIONAL EXPERIENCE

Lead Bank Officer

ABC Corporation - April 1990 – August 1992

Key Deliverables:

- Maintained and enhanced the COBOL/SQL programs of the Banks cost allocation system.
- Developed Easytrieve cost allocation reports that executed per JCL each month.
- Performed monthly analysis of Trust division financial performance for presentation to senior Trust Department management.
- Administered 50 Collateralized Mortgage Obligation (CMO) bond issues.
- Calculated amounts and distributed over 300,000,000 dollars to bondholders each month.
- Supervised assistants and worked with professionals from external organizations.
- Profiled customers to identify banking needs and referred appropriate banking products.

Bank Officer

Delta Corporation - 1987 – 1990

Key Deliverables:

- Open all new personal, business, and Safety Deposit Box accounts Open Certificate of Deposits and IRA accounts Document all entries to CDs and IRA.
- Monitored weekly rate survey and change rates to the computer system.
- Maintain over-drafted customers for when need to be charged off and report to ChexSystems Managed Safety Deposit Boxes and post payments and send.
- Performed additional duties as Privacy Officer -4/06.
- Fulfill all key positions as required- New Account, Control Desk, Proof, Teller, and Bookkeeping Preformed all Electronic disputes to customer accounts.
- Managed and trained tellers in the daily operations and functions of the bank.
- Promoted-4/99 Control Desk Handled all posting to customers accounts Ordered money for the bank from Federal Reserve Bank Balanced Demand and Saving.

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EDUCATION

MS Management of Technology - (University of Texas at San Antonio - San Antonio, TX)

