



# CHARLOTTE HARRIS

Check Processing Supervisor

✉ support@qwikresume.com

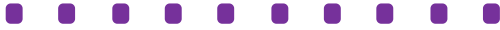
☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## SKILLS

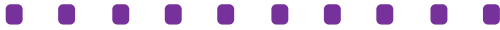
Customer Service



Error Resolution



Attention To Detail



Check Verification



Fraud Detection



Banking Regulations



## INTERESTS

📖 Birdwatching 🧳 Traveling

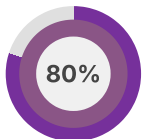
🏆 Sports Coaching 🧶 Knitting

## STRENGTHS

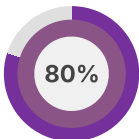
🔗 Pragmatism 🍃 Sensitivity

💖 Sincerity 📌 Stability

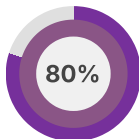
## LANGUAGES



English



Arabic



Japanese

## ACHIEVEMENTS

★ Streamlined check processing workflow, reducing transaction errors by 25% and enhancing team productivity.

★ Successfully managed a team of processors, achieving a 30% improvement in processing times through effective training and mentorship.

## PROFESSIONAL SUMMARY

With a decade of expertise in check processing, I excel in overseeing high-volume transactions while ensuring meticulous accuracy and compliance. My proven ability to enhance workflow efficiencies and lead teams has significantly improved operational performance. I am committed to utilizing my analytical skills and attention to detail to drive financial integrity and organizational success.

## WORK EXPERIENCE

### Check Processing Supervisor

📅 Mar / 2018-Ongoing

WidgetWorks Inc.

📍 Denver, CO

1. Ensured precise processing of high-volume lockbox transactions, maintaining a focus on accuracy and compliance.
2. Managed the opening and processing of client checks, guaranteeing accurate deposits into designated accounts.
3. Monitored workflow and transaction processing to meet established standards and deadlines consistently.
4. Balanced and encoded daily deposit checks, ensuring financial integrity.
5. Processed outgoing mail efficiently while adhering to strict deadlines.
6. Documented processes according to established formats and maintained grammatical accuracy.
7. Verified documentation to meet compliance and regulatory requirements.

### Check Processor

📅 Mar / 2015-Mar / 2018

Crescent Moon Design

📍 Portland, OR

1. Reconciled checks and prepared batches for secure transport.
2. Encoded essential information on checks, payment coupons, and deposit slips to ensure accurate processing.
3. Managed electronic invoice processing through a 3-way match, achieving high production goals.
4. Processed over 100 requests daily, ensuring timely payments through E-Payable and weekly check runs.
5. Issued checks for auction, used, and street purchases efficiently.
6. Collaborated with dealership personnel to resolve transaction issues promptly.

## EDUCATION

### Bachelor of Science in Business Administration

📅 Mar / 2012 - Mar / 2015

University of Finance

📍 Santa Monica, CA

Focused on financial management and operations.