HARPER LEWIS
Check Processor

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

👤 PROFESSIONAL SUMMARY

Motivated Check Processor with two years of hands-on experience in executing accurate and timely check transactions. Proficient in data entry and fraud detection, I excel in maintaining compliance and enhancing operational workflows. My analytical mindset and commitment to detail contribute to improved processing efficiency and customer satisfaction.

💼 WORK EXPERIENCE

Check Processor
Pineapple Enterprises

📅 Mar / 2024-Ongoing
📍 Santa Monica, CA

1. Processed checks by accurately encoding account numbers, transit numbers, and amounts into the bank's system.
2. Performed data entry for checks from regional banks within a 300-mile radius.
3. Handled child support check batches with precision.
4. Linked payments to the correct receivable accounts ensuring accuracy.
5. Encoded savings bonds while maintaining high standards of efficiency.
6. Conducted training sessions for new employees in check processing.
7. Maintained and cleaned check batching machines to ensure optimal performance.

Check Processor
Silver Lake Enterprises

📅 Mar / 2023-Mar / 2024
📍 Seattle, WA

1. Reviewed checks for accurate account numbers and proper signatures before processing.
2. Investigated instances of fraudulent checks and reported findings.
3. Executed thorough proofreading of checks to ensure all details were correct.
4. Calculated premiums and established reliable payment methods for clients.
5. Processed high volumes of checks rapidly while ensuring accuracy.
6. Exhibited exceptional attention to detail and strong organizational skills.

🎓 EDUCATION

Associate of Applied Science in Business Administration
Springfield Community College

📅 Mar / 2022 - Mar / 2023
📍 Phoenix, AZ

Focused on financial management and office administration.

💡 SKILLS

Effective Communication

Data Entry

Workflow Optimization

Collaborative Problem Solving

Customer Interaction

Inventory Management

✈ INTERESTS

🔘 Scuba Diving   🎮 E-sports

🕹 Reading Fiction   📖 Puzzle Solving

✊ STRENGTHS

💼 Stewardship   👥 Teamwork

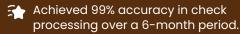🔗 Tenacity   🔭 Vision

🔤 LANGUAGES

English   Italian   German

⭐ ACHIEVEMENTS

⭐ Achieved 99% accuracy in check processing over a 6-month period.

⭐ Reduced processing time by 15% through workflow optimization.