

ROBERT SMITH

Business Client Specialist

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

SUMMARY

An effective communicator and team-builder with strong analytical, management and organizational skills. Seeking to be the part of a well-reputed company, where working and learning go hand in hand, where the interpersonal & management skills can get enhanced and be used in the flourishing and development of the company.

CORE COMPETENCIES

Excellent Organizational Skills, Strong Customer Relations Skills, Computer Proficiency, Data Entry, Multi-Line Telephone Systems

PROFESSIONAL EXPERIENCE

Business Client Specialist

ABC Corporation - May 2007 – January 2011

Key Deliverables:

- Support Commercial Client Specialist and Financial Center Managers/personnel as needed.
- Assist clientele with Business Banking needs.
- Assist with daily NSF and overdraft accounts. Collect on past-due loans Type and proof correspondence, forms, reports, loan documents, supporting loan documentation, etc.
- Perfect and maintain collateral and supporting documents on commercial loans.
- Assist Managers in processing loan renewals by obtaining necessary financial reports from clients Receive and screen visitors and telephone calls.
- Respond to general inquiries concerning the activities and operation of the department.
- Schedule and coordinate loan closings, meetings, conferences, special events, and appointments for two Business Banking Relationship Managers/Officers.

Client Specialist

ABC Corporation - 2002 – 2007

Key Deliverables:

- Make in/outgoing calls as needed to certain counties to find out the status of certain missing files or calling Clients as needed to touch bases.
- Email Clients back and forth as well as fax information to them.
- Work and invoice files that needed to be sent to the county.
- Price document in system and print out the checks that are needed, then send the file to get recorded at the county.
- Make sure checks are accurate and match before sending with the file.
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

- Diploma in Banking - 1989(Volunteer State Community College - Gallatin, TN)