ROBERT SMITH

Lockbox Processor

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

SUMMARY

Looking for a responsible position in the customer service sector where I will find a platform to utilize my knowledge and skills in banking, office administration, exceptional communication skills in maintaining customer relations, and exceptional teamwork abilities in being a valuable part of the organization.

CORE COMPETENCIES

MS office, Sorting Skills.

PROFESSIONAL EXPERIENCE

Lockbox Processor

ABC Corporation - October 2007 – July 2010

Key Deliverables:

- Scanned of items.
- Validated/reconciled deposits and transmit in a timely manner.
- Prepared client documentation to be sent to customer.
- Sorted and prepared loan payments to be processed via method appropriate for the type of payment received.
- Performed other departmental duties such as Indexing and High dollar validation.
- Answered phones and other clerical duties - including signature cards, account maintenance, filing, and miscellaneous projects.
- Functioned include primarily keying and processing checks, but may also include batch prep, extracting payments from envelope, payee verification and sorting.

Lockbox Processor

Delta Corporation - 2002 – 2007

Key Deliverables:

- Repair and balance all transactions and transmit them to the core system Transmit files to and from the Federal Reserve Bank Create bills, process, .
- Opened, imaged, and encoded payments to the various lockboxes held by the bank.
- Ran the opex 50/51 Put up correspondence up Scanned documents.
- Assigned to JPMorgan Chase Bank.
- Open and prepare incoming mail to be scanned into the SunTrust computer system.
- Prepare deposit slips for checks to be deposited into Chapter 13 Trustees accounts from clients.
- Enter payment information into system to accurately balance Trustees account.

EDUCATION

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