



INTERESTS

🖈 Surfing

Martial Arts

Community Service

Blogging

STRENGTHS







LANGUAGES





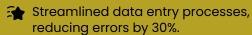


English

Italian

French

ACHIEVEMENTS



Improved compliance tracking, resulting in a 25% decrease in audit discrepancies.

OLIVIA SMITH

Operations Processor

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www.qwikresume.com

PROFESSIONAL SUMMARY

Operations Processor with over 5 years of experience in optimizing workflows and ensuring operational excellence. Adept in data management, compliance tracking, and process improvements. Recognized for enhancing productivity and delivering exceptional service in fast-paced environments. Committed to leveraging analytical skills to drive efficiency and support organizational goals.

🕒 WORK EXPERIENCE

Operations Processor

Mar / 2021-Ongoing

Maple Leaf Consulting

Toronto, ON

- 1. Executed various operational tasks to maintain a smooth workflow for complex processes.
- 2. Utilized multiple online systems for tracking compliance and audit requirements.
- 3. Organized and prepared documents for efficient scanning and record-keeping.
- 4. Implemented digital scanning processes using advanced applications to enhance document management.
- 5. Generated and distributed departmental reports, ensuring timely information flow.
- 6. Updated and maintained daily production spreadsheets to track team performance.
- 7. Processed requests for branch settlements and adjustments, ensuring accuracy and efficiency.

Operations Processor

mar / 2020-Mar / 2021

Silver Lake Enterprises

耳 Seattle, WA

- 1. Reviewed and reconciled general ledger reports to ensure financial accuracy.
- 2. Monitored branch settlement activities, enhancing operational oversight.
- 3. Processed and resolved rejected items to maintain accurate system postings.
- 4. Provided daily updates on work production to management, improving transparency.
- 5. Supported retail banking operations through effective resource management.
- 6. Managed system access for resources, ensuring secure operations.

EDUCATION

Bachelor of Science in Business Administration

Mar / Mar / 2020

University of Phoenix

∓ Portland, OR

Focused on operations management and business processes.