

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

Relationship Associate

SUMMARY

Self-motivated Relationship Associate professional highly proficient in developing creative solutions and implementing objective decision making. Maintains a positive attitude and works hard to build team relationships.

SKILLS

Cash Handling, Cheerful And Energetic, Effective Team Player, MS Office Proficient, Exceptional Customer Service.

WORK EXPERIENCE

Relationship Associate

ABC Corporation - July 2011 - May 2012

- Executed wire transfers of funds.
- Compiled information about new accounts, enter account information into computers and file related forms or other documents.
- Informed customers of procedures for applying for services such as ATM cards, direct deposit of checks, and certificates of deposit.
- Answered customers questions, and explain available services such as deposit accounts, bonds, and securities.
- Obtained credit records from reporting agencies.
- Referred customers to appropriate bank personnel to meet their financial needs.
- Evaluated profitability and risk of the designated portfolio.

Relationship Associate

Delta Corporation - 2010 - 2011

- Managed our banking relationships with our clients which included large hospitals in the Southwest Region Analyzed multiple portfolios to ensure all.
- Provided fundamental support in all phases of client service, relationship building, and account management to Private Bankers with a select Latin.
- Work with the Private Bank team to meet client needs and expectations with delivery and service of credit, fiduciary, specialized asset management.
- Prepare expense reports, set up calendar appointments, order services through outside companies, review documents, and meet with clients to execute.
- Served in all faculties of a bank teller and office assistant.
- We served customers and fulfilled tasks that kept the Bank functioning efficiently.
- Assist in monitoring, trading, and marketing discretionary equity portfolios Monitor Syndicate IPO & stock offering calendar, inform clients about.

EDUCATION

BS