

BANKING

Summary

Hands-on, client-oriented banking professional who implements creative investment strategies and is dedicated to continuous improvement.

Entry level banking focused on applying excellent research skills and writing ability to a position in business management. Enthusiastic business major with excellent communication skills and strong motivation to succeed.

Highlights

- Cash handling
- Financial analysis
- MS Excel expert
- Analytical
- Financial reporting
- Loan operations
- Managing multiple priorities
- Identifying risks
- Spanish speaking
- MS Office proficiency
- Team leadership
- Excellent communication skills
- Strong lead development skills
- Business negotiation

Accomplishments

Client Interface

- Collaborated with prospective clients to prepare efficient product marketing strategies and drive business development.

Experience

Company Name City , State Banking 11/2016

Opened new customer accounts, including checking, savings and lines of credit. Balanced daily cash deposits and bank vault inventory with a zero error rate. Processed cash withdrawals. Researched and resolved customer issues on personal savings, checking and lines of credit accounts. Delivered prompt, accurate and excellent customer service. Researched banking guidelines and statutory requirements to stay updated on new laws and applications.

Company Name City , State Banking Employee 05/2014 to 08/2015

Opened new customer accounts, including checking, savings and lines of credit. Balanced daily cash deposits and bank vault inventory with a zero error rate. Processed cash withdrawals. Researched and resolved customer issues on personal savings, checking and lines of credit accounts. Delivered prompt, accurate and excellent customer service. Researched banking guidelines and statutory requirements to stay updated on new laws and applications.

Company Name City , State Intern 06/2013 to 09/2013

Managing and editing the companys online area and the educative software (Moodle). Developing and preparing accounting, statistics and Office subject papers (Word, Excel, PowerPoint).

Company Name City , State Banking intern 06/2012 to 09/2012

Opened new customer accounts, including checking, savings and lines of credit. Balanced daily cash deposits and bank vault inventory with a zero error rate. Processed cash withdrawals. Researched and resolved customer issues on personal savings, checking and lines of credit accounts. Delivered prompt, accurate and excellent customer service. Researched banking guidelines and statutory requirements to stay updated on new laws and applications.

Education

Master of Science : International Trade 2014 Universidad Carlos III de Madrid , City , State , Spain

International Trade Policies, international trade laws,.

Bachelor of Science : Business Administration and Direction 2013 Universidad P blica de Navarra , City , State , Spain

Skills

- Sales Software: Salesforce.com, TapScan
- Public Relations Software: Bacon's Mediasource, Factiva
- Desktop Publishing Software: Photoshop, Illustrator, HTML