

Robert Smith

Bank Specialist

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SUMMARY

Looking for a challenging, yet exciting career within the Customer Service/ Sector where my past skills, education, the experience can be utilized to provide excellent customer service.

SKILLS

Outlook, Customer service, Accounting Skills.

WORK EXPERIENCE

Bank Specialist

ABC Corporation - July 2012 - November 2014

- Solicit existing and new customers for new auto loan refinancing.
- Prepared paperwork and do closings.
- Cross-sell other bank products offered by State Farm.
- Maintained thorough knowledge of all bank products and services.
- Processed new accounts (Credit Cards, CD, IRA and Safe Deposit Boxes).
- Assisted Tellers Balanced commercial night deposits.
- Compiled daily bank reports and weekly reports.

Bank Specialist

Delta Corporation - 2019 - 2020

- Tracked rates of Bank as well as the competition
- Completed applications for loans and refinanced existing loans for homes, vehicles, and boats.
- Utilized Excel spreadsheets to track progress, costs, and rates.
- Provided customer service both over the phone and in the office by answering questions.
- Specialized in all bank deposit products, financial cards, and loans.
- Offered free credit consultation for customers seeking help with repairing credit.
- Responded to inquiries dealing with a customers bank account.

EDUCATION

Bachelor's in Early Childhood Education - 2015(Grand Canyon University - Phoenix, AZ)