

---

# JESSICA CLAIRE

---

Montgomery Street, San Francisco, CA 94105 ♦ (555) 432-1000 ♦ resumesample@example.com

---

## PROFESSIONAL SUMMARY

---

Highly-energetic individual with strong knowledge of financial analysis. A proven-team player who has a demonstrated ability to analyze results, monitor variances, identify trends, and recommend necessary actions. Currently seeking a new challenge that allows me to leverage my finance background and industry passion.

## EXPERIENCE

---

**Personal Banker**, 01/2018 - Current

**Shore United Bank** – Easton, MD

- Offer and sell financial products and services to consumers and small business customers
- Leverage in-depth product knowledge to assist the bank in meeting its goals
- Open deposit accounts, handle loan applications, and manage various customer requests
- Provided leadership, support and coaching to staff during the absence of branch manager

**Investment Banking Associate**, 04/2017 - 10/2017

**Fifth Third Bank** – Highland, IN

- Analyze mid-market industries and identify opportunities
- Establish and maintain relationship with senior executives, investment bankers, consultants, brokers, and other related professionals
- Responsible for research, due diligence, risk assessment, and preparation of investment memorandums to present to investment committee
- Serves as a liaison between the firm and the investor

**Personal Banker**, 07/2016 - 03/2017

**Shore United Bank** – Annapolis, MD

- Built strong relationships with high value consumers and small businesses
- Provided professional resolution to customer inquiries and/or problems
- Maintained a productive working relationship with branch partners
- Obtained and evaluated customer information to develop recommendations that matched customer needs

**Financial Services Manager**, 02/2010 - 05/2016

**East Carolina University** – Greenville

- Commanded financial operations and combined armed forces during combat/peacetime
- Coordinated employment of Finance Soldiers at all levels of command
- Provided auditing, accounting, and financial management support
- Received and post documents to accounting/budget systems
- Maintained files and prepare financial reports/travel vouchers

**Military Police**, 02/2005 - 02/2010

**U.S. Army** – City

- Conducted law enforcement patrols on Army bases
- Responsible for the training, safety, morale, health, welfare, and professional development of 12 soldiers
- Accountable for operational readiness of tactical vehicles and LE equipment
- Responsible for escorting, navigating, and protecting battlefield leaders
- Conducted maneuver and mobility support operations

## EDUCATION

---

**Bachelor of Science**: Finance, 2016

**Hawaii Pacific University** - Honolulu, HI