

# Jessica Claire

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

## PROFESSIONAL SUMMARY

Looking for part-time work which is focused on customer service, efficiency and achievement. Goal-oriented multi-tasker who excels as a team leader, focused on customer service, efficiency and achievement. Goal-oriented multi-tasker who excels as a team leader whenever necessary.

## SKILLS

- Deep knowledge of bankruptcy processes
- Proficient in 10-key
- Balance sheet expertise
- Balance sheet expertise
- Risk management assessments
- Financial analysis aptitude
- Complex problem solving
- Goal-oriented
- Self-sufficient
- Positive attitude
- Cheerful demeanor
- People-oriented
- Flexible
- Team player
- Superior organization skills
- Excellent work ethic

## WORK HISTORY

### VICE PRESIDENT, RETAIL BANKING OPERATIONS 04/1975 to 10/1990

#### Ballston Spa National Bank | Ballston Spa, NY

\$550 million dollar bank. Responsible for all retail operations, to include branch (12) operations, deposits, consumer lending, credit cards, back office functions.

### VICE PRESIDENT, CREDIT ADMINISTRATION 1991 to 05/1997

#### Boatmen's National Bank | City, STATE

Responsible for commercial credit analysis staff; bank repossessions to include foreclosure and liquidations; back office support.

### VICE PRESIDENT, COMMERCIAL RELATIONSHIP MANAGER 05/1997 to 06/2016

#### Mercantile Bank/US Bank | City, STATE

Responsible for maintaining \$25 million commercial credit portfolio; sales of bank products; potential customer calls; community service activities.

## EDUCATION

### Bachelor of Arts | Business Administration 2013

#### San Francisco State University, San Francisco, CA

## AFFILIATIONS

Board Member, Community Counseling Center Foundation  
Charter Member, Past President Cape Girardeau Noon Optimists  
Life Member, Optimist International  
35 Year CClaireber of Commerce Member, Served Five Terms as Chairman, Transportation Committee  
Past President Southeast Missouri Savings & Loan League  
Past Board Member Private Industry Council (Now Workforce Development)  
Cape Girardeau Jaycees, Past Officer; Past District Director, Missouri Jaycees