

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 repossession 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