

# Jessica Claire

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## 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

- BANKING** 10/2016  
**Eagle Bancorp, Inc. | Washington, DC**  
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.  
**BANKING EMPLOYEE** 04/2014 to 07/2015  
**Midwestone Financial Group, Inc. | Fennimore, WI**  
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.  
**INTERN** 05/2013 to 08/2013  
**CEICID | City, STATE**  
Managing and editing the company's online area and the educative software (Moodle). Developing and preparing accounting, statistics and Office subject papers (Word, Excel, PowerPoint).  
**BANKING INTERN** 05/2012 to 08/2012  
**Caja Rural De Navarra | City, STATE**  
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** 2014  
**Master of Science** | International Trade  
**Universidad Carlos III de Madrid, Madrid, Madrid**  
International Trade Policies, international trade laws.,  
**Bachelor of Science** | Business Administration and Direction 2013  
**Universidad Pública de Navarra, Pamplona, Navarra**
- SKILLS** 
  - Sales Software: Salesforce.com, TapScan
  - Public Relations Software: Bacon's Mediasource, Factiva
  - Desktop Publishing Software: Photoshop, Illustrator, HTML