

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

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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.

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## EXPERIENCE

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### **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

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## EDUCATION

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### **Bachelor of Science: Finance, 2016**

#### **Hawaii Pacific University - Honolulu, HI**