

Jessica Claire

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PROFESSIONAL SUMMARY

Highly analytical, deadline-driven banking associate who completes accounting activities with accuracy and speed.

SKILLS

- Cash handling expertise
- Compliance, banking laws and regulations
- Excellent customer service skills
- Detail-oriented
- Strategic thinker
- Excellent communication skills
- Accurate and detailed
- Flexible

WORK HISTORY

BANKING ASSOCIATE 11/2013 to CURRENT

Dollar Tree | Henderson, NV

- Created member account profiles on The First online banking program.
- Continued education on current banking products and services through Digital University, Jack Henry and The First Advisors Program.
- Executed customer transactions, including deposits, withdrawals, money orders and checks.
- Rapidly and efficiently prepared customer and ATM cash and change orders.
- Handled various accounting transactions.
- Collected member loan payments.
- Executed wire transfers, stop payments and account transfers.
- Maintained friendly and professional customer interactions.

STORE MANAGER AND MERCHANDISE BUYER 08/2011 to 11/2013

Maximus, Inc. | Lubbock, TX

- Planned budgets and authorized payments and merchandise returns.
- Counted cash drawers and made bank deposits.
- Reordered inventory when it dropped below predetermined levels.
- Hired, trained and evaluated personnel in sales and marketing.
- Generated repeat business through exceptional customer service.
- Communicated with vendors regarding inventory needs.
- Maintained key item stock levels.
- Developed and improved account relationships.
- Negotiated prices to maintain profit.

OFFICE ADMINISTRATOR 08/2010 to 08/2011

Dr. Stock & Associates | City, STATE

- Composed effective accounting reports summarizing accounts payable data.
- Posted receipts to appropriate general ledger accounts.
- Monitored payments due from clients and promptly contacted clients with past due payments.
- Researched and resolved accounts payable discrepancies.
- Verified and created claim numbers by communicating with various insurance companies.
- Located, checked in and pulled medical records for appointments and incomplete patient charts.

EDUCATION

Bachelor of Science | Deaf Education 1992
Ball State University, Muncie, Indiana