




Brandi Whitmore

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Current undergraduate student at University of Missouri in Columbia, MO. Currently studying Information Technology and looking for a part time job in Columbia while at school. Current part-time seasonal worker for Community First Bank but still looking for other part time opportunities.

Skills

- Cash Handling
- Data Entry Skills
- Problem Solving
- Adaptability
- Collaboration
- Customer Service

Experience

OCTOBER 2017 – APRIL 2021

Universal Banker / Lead Bank/Garden City, MO

- Process multiple customer transactions for clients with extreme attention to details. Some examples include safe deposit box payments, cashing checks, making loan payments, deposits, withdrawals, and many more daily transactions.
- Kept a balanced cash drawer totaling \$3,000 daily.
- Answered phones daily providing clients with information regarding the bank, their accounts, and initiated phone transfers and referred clients to the proper departments based on their needs.
- Collaborated closely with coworkers to ensure the smooth running of the branch.
- Opened, Closed, and did maintenance on different client accounts as needed.
- Helped with various debit card issues including placing a card on vacation, raising debit card limits, dealing with fraudulent charges, creating personalized debit cards, and used problem solving skills to determine why a card might have declined at certain retailers.

APRIL 2021 – AUGUST 2022

Universal Banker / Community First Bank/Garden City, MO

- Process multiple customer transactions for clients with extreme attention to details. Some examples include safe deposit box payments, cashing checks, making loan payments, deposits, withdrawals, and many more daily transactions.
- Kept a balanced cash drawer totaling \$3,000 daily.
- Answered phones daily providing clients with information regarding the bank, their accounts, and initiated phone transfers and referred clients to the proper departments based on their needs.

- Collaborated closely with coworkers to ensure the smooth running of the branch.

AUGUST 2021 – JUNE 2022

Beauty Advisor / Ulta/Columbia, MO

- Helped clients discover different products that worked the best for them and catered to their needs
- Asked clientele specific questions in order to figure out what best fit their needs
- Collaborated with coworkers to create a positive experience for each guest
- Faced, organized, and stocked products to make sure that products were displayed nicely and in a manner that was easy for clients to see and purchase
- Responsible for processing cash and card transactions using a register and other point-of-sale devices within the retail environment

JUNE 2022 – JULY 2022

Study Abroad / University of Missouri/Dublin, Ireland

- Collaborated with peers on a VR project in Unity
- Created 3D models of items unique to Ireland and the Irish culture using photogrammetry
- Learned and used lidar and non-lidar photogrammetry
- Used blender to adjust polycounts on models to make them usable in Unity
- Used photoshop to edit pictures used for photogrammetry to edit out things that weren't part of the models

JULY 2022 – CURRENT

Prestige Beauty Advisor / Ulta/Columbia, MO

- Helped clients discover different products that worked the best for them and catered to their needs
- Asked clientele specific questions in order to figure out what best fit their needs
- Collaborated with coworkers to create a positive experience for each guest
- Faced, organized, and stocked products to make sure that products were displayed nicely and in a manner that was easy for clients to see and purchase
- Responsible for processing cash and card transactions using a register and other point-of-sale devices within the retail environment
- Demonstrated makeup techniques and products to clients
- Helped match clients with foundation shades to find one that is the best for them
- Had extensive knowledge on products

Education

MAY 2019

Sherwood High School / Creighton, MO

Obtained a high school diploma in May of 2019 from Sherwood High School in Creighton, MO.

MAY 2019

University of Central Missouri / Dual Credit

Studied at the University of Central Missouri as part of a dual credit class whose credits were transferred to the University of Missouri in the Fall of 2019.

MAY 2019

State Fair Community College / Dual Credit

Studied at State Fair Community College as part of several dual credit classes whose credits were transferred over to the University of Missouri in the Fall of 2019.

CURRENT — FULL TIME

University of Missouri / Columbia, MO

Currently studying at the University of Missouri in Columbia, MO with the hopes to obtain a Bachelor's degree in Information Technology with certificates in Cyber Security, Media Technology & Design, and Web & Mobile Application Development.

References

BRANCH MANAGER

Tina Brines

Phone: (816) 755-3036

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SENIOR UNIVERSAL BANKER

Shannon Croy

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SENIOR UNIVERSAL BANKER

Kaylie Roach

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