

# Leo Lopez

Omaha, NE | 402-555-0185 | leolopez@email.com

## Summary

Knowledgeable Branch Manager with over seven years of management experience in finance. Proficient in ADP, Gusto and MS Office software. Skilled leader and communicator and holder of a Branch Manager Certificate from the American Bankers Association.

## Education

**Renner University, 2020**

*Bachelor of Arts in finance*

## Experience

**Marquette Banking, Omaha, NE, Branch Manager**

**November 2017 – Current**

- Oversee the day-to-day operations of the East Omaha branch, including but not limited to training, opening, closing and security
- Develop branch-specific performance goals that align with the organizational goals of Marquette Banking
- Coach staff members to advance their proficiencies and facilitate the meeting of performance goals
- Develop relationships with existing and potential customers to grow business
- Ensure compliance with state and federal regulations

**Franklin Finance Company, Lincoln, NE, Associate Branch Manager**

**August 2015 – November 2017**

- Oversaw branch activities relating to the collection of past-due accounts
- Represented Franklin Finance Company by setting standards of customer relations and exceeding expectations
- Assisted with banking operations as required, including teller duties

**Franklin Finance Company, Lincoln, NE, Loan Servicing Specialist**

**May 2012 – August 2015**

- Prepared and filed documents such as past-due notices and amortization loan statements
- Performed loan boarding review procedures to ensure accuracy
- Excelled in the position of Loan Servicing Specialist, advancing to the position of Associate Branch Manager

## Certifications

- Branch Manager Certificate, American Bankers Association - renewed 2021

## Skills

- ADP and Gusto
- MS Word and Excel
- Communication
- Leadership

- Attention to detail
- Organization