Quincey Traynham

2424 NW Burnett Street  Portland, Oregon 97229  503-292-4564  quincey75@yahoo.com

Profile of Qualifications

Relationship Manager with 10 years professional experience in finance, operations, and sales management in banking and financial services. Recognized for consistently driving business growth and exceeding standards for client relationship management.

 Financial Analysis  Account Management

 Operational Management  Staff Supervision

 Risk Analysis  Client Relations

 Business Development  Marketing

 Financial Reporting  Problem Resolution

 Accounts Receivable/Payable  Management Accounting

**Technology Summary**

 QuickBooks  MS Word

 PeopleSoft  MS PowerPoint

 MS Excel  MS Outlook

**Professional Experience**

PORTLAND PUBLIC SCHOOLS, Portland, OR 2011-2012

**School Improvement Grant Manager**

* Managed a Federal School Improvement Grant of $7.7 million
* Developed and implemented new spreadsheets and formulas that reduced time intensive reconciliation work
* Recognized as a problem solver and trouble shooter; first point of contact for staff struggling with accounts payable issues and in identifying errors
* Demonstrated team spirit by sharing insights, independent research, and knowledge with colleagues in need of assistance with calculations, methodology, spreadsheet automation and more
* Worked closely with Grant accounting department to ensure financials and payments were up to date
* Collaborated with outside vendors and institutions to implement various contracts for services
* Correctly identified misappropriated funds at least 4 times that was mistakenly expensed in the grant
* Supervised and managed a team of 6 employees

JPMORGAN CHASE, Portland, OR 2009-2011

**Assistant Manager**

* Ensure the branch complies with all regulatory and operational functions according to bank and federal regulations
* Direct and manage operational functions of the branch inclusive of the accurate processing of millions of dollars in transactions for consumers and the company
* Implemented and manage an efficient system which allows the branch to operate and process all customer transactions effectively and pass company mandated audits
* Provide analysis of operations by examining operational procedure information, communicating with the operations departments, field operations coach, and subsequently reporting and presenting facts to the branch manager and staff
* Train and coach a staff of 10 employees
* Organize and facilitate meetings with staff to review operational policies and company compliance

AMERICAN GENERAL FINANCE, Portland, OR 2005-2010

**Sr. Assistant Manager**

* Prepared, maintained, and reviewed financial documents for consumers to assure accuracy and completeness to stay within applicable guidelines and regulations the company has established
* Directed loan transactions that translated into production of $150,000 to over $1.5M a month
* Prepared, maintained, and reviewed financial documents for consumers to assure accuracy and completeness to stay within applicable guidelines and regulations the company has established
* Created and delivered 4 clients specific product presentations weekly, resulting in new account generation 50% ahead of sales goals. Branch received top district honors for 2 years in a row
* Co-designed and managed a funding process improvement that enabled the branch to exceed 20% funding ratios for transferred applications
* Evaluated and promoted revolving finance program to small business clients, resulting in an average increase of 8% in their Net Operating Income
* Managed, coached, and trained 6 branch employees. Customer satisfaction ratings exceeded 95%

WELLS FARGO BANK, Portland, OR 2004–2005

**Personal Banker**

* Audited customer accounts and presented optimized financial product solutions, resulting in a customer retention increase of 25%
* Utilized profile analysis tools to uncover cross sell opportunities that increased the average product per customer ratio from 2:1 to 4:1
* Reconciled accounts and structured financial packages designed to achieve customer goals and maximize program options

BANK OF THE WEST, Monterey Park, CA 2003-2004

**Loan Representative**

* Generated $3.8M in funded loan applications for a single month and achieved top producer award in the Mortgage division
* Ranked division’s top 5 producer 5 months in a row. Analyzed applicant’s credit for preliminary approval or denial in accordance with bank guidelines
* Provided expert consultation to clients seeking mortgage loan services to determine the best product for their budget.

**Education**

### 

**MBA, Accounting, 2012**

Keller Graduate School of Management, Portland, OR

### Bachelor of Arts, Political Science

### Hampton University, Hampton, VA

### 

**Accounting Courses**

Cerritos Community College, Norwalk, CA