**Cheryl Bramer**

River Falls, WI, 54022, US

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| Qualifications Summary |  |
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Detail-focused professional with proven success in material handlings, loading operations, and customer service. Well-prepared to excel in a challenging role as Community Support Assistant.

* **Community Support:** Well-developed ability to sort and deliver mail and packages. Able to deliver an exceptional level of service, while consistently completing work ahead of schedule to propel organizational productivity and enhancing client satisfaction
* **Building Relationship:** Adept at developing and maintaining relationships with key stakeholders and delivering outstanding services to clients. Excellent communicator dedicated to the highest standards of integrity and professionalism.
* **Administration:** Highly reliable and detail-oriented professional with a sense of diligence and aptitude to effectively multi-task assignments with stringent deadlines.
* **Additional Skills:** Articulate communicator, able to build strong relations with team members, clients, management, and other stakeholders. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

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| Educational Background |  |
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**Associate in Applied Science, Information Processing/Accounting**

Vermilion Community College, Location

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| Professional Experience |  |
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TMI Coatings, Inc., City, State

**Group Administrator** (3/2020 – Present)

Enable the decision-making process by formulating and presenting department reports to top management. Exhibit active contribution in compiling industrial painting/rehab bid packages for large government and municipality projects. Provide complete supervision of bids and projects.

*Selected Contribution:*

* Met assigned deadlines and managed workflow to ensure unhindered operations.

FedEx Express, City, State

**Courier / Material Handler** (1/2016 – Present)

Load and unload inventory from loading docks, delivery trucks, storage areas, and production areas. Manage inventory by identifying, cataloging, and recording the location of inventory. Comply with all safety and health regulations. Operate various construction machinery, such as tugs and loaders to move aside or load materials.

*Selected Contributions:*

* Would you be kind enough to share any key contributions?

North Star Bank, City, State

**Commercial Banking Assistant** (12/2012 – 2/2020)

Verified and validated loan documents and files to ensure accuracy. Arranged and organized professional meetings to discuss organization progress. Maintained effective co-ordination with customers, management, and departments to a seamless workflow.

*Selected Contributions:*

* Can you share any key contributions?

American Bank (formerly Midway National Bank), City, State

**Commercial Banking Assistant** (6/1999 – 12/2012)

Identified and resolved complex issues by recommending appropriate actions for improvement. Administered a wide range of banking operations, such as opening commercial deposit accounts and supporting leaders in the loan approval process and request for loan documents.

*Selected Contributions:*

* Please share any key contributions to this position?

Additional Experience:

Mortgage Closer | Retail Banking Assistant for TMI Coatings, Inc.