**Rachel Joseph**

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**EXECUTIVE SUMMARY**

I am a 13 year veteran of Citi, having spent 7+ years in Consumer banking in New York and 5+ years in the Corporate bank in Trinidad. My experience varies from Operations to Product promotions to Audit and Compliance to Accounts Payable. I have a depth of knowledge and experience, which comes from many years within an organization as diversified as Citi.

I am in transition to the next journey in my career so I’m looking into new and rewarding opportunities.

**WORK EXPERIENCE**

CITIBANK (TRINIDAD & TOBAGO) LIMITED Port of Spain, Trinidad

*Ops Support Analyst 2/ Accounts Payable Manager* (Dec 2011- Feb 2017)

* Manage ESC Ops Accounts Payable function for Trinidad and Barbados Hub
* Monitor controls and strategies to ensure all payments are executed timely, accurately and in compliance to “Citi’s Expense Management Policy”, AB&C, MPP and other applicable policies
* Conduct regional and local MCAs, ERecon, Regional reports, DPAT, SDN/Sanctions screenings
* Review AP expenses and budget
* Review & reconcile GL accounts and vendor statements
* Adjust manual processes to more efficient manual or automated processes to realize savings and achieve High Value Add for staff time
* Project Management- P2P and CTE implementation and Procurement migration to Costa Rica

CITIBANK (TRINIDAD & TOBAGO) LIMITED Port of Spain, Trinidad

*Human Resources/Public Affairs Assistant*  (Jul 2011- Nov 2011)

* Co-ordinated and managed public affairs events; Health Week, Bring Your Kids to Work Day, Global Community Day, Client Events, Employee Recognition , Monthly Town Hall Meetings
* Liaised with Advertising agency, Daily news’ offices, regional PA and local business heads to obtain approvals for all Citi profiling Ads and events
* Reviewed print & electronic media daily for Citi news and current affairs
* Won LATAM Public Affairs award for Citi200 promotions
* Scanned all employee files (Past & Present) to transition to an automated system

CITIBANK N.A. New York , USA *Financial Center Operations Manager*  (Oct 2006- Mar 2009)

* Managed all daily branch operations including cash (vault, tellers & ATMs), new accounts review, opening & closing financial center, security reviews
* Acting Branch Manager for 1 year while driving sales and managing staff towards a satisfactory audit
* Cross-sold banking services and products to clientele and hosted promotional events
* Supervised 11 employees and bank assets estimated worth of 7MM USD
* Performed RCSAs & Internal cross-branch audits within Brooklyn/ Queens area

CITIBANK N.A. New York , USA *Teller/Operations Manager Assistant*  (Dec 2001- Sep 2006)

* Maintained ATMs (count, replenish, clear deposits)
* Managed Safe Deposit Vault to a satisfactory audit- no exceptions
* Cash ordering and shipping to stay within branch limits
* Processed Client deposits, withdrawals and wire transfers
* Performed Cross-Branch process reviews

**EDUCATION**

City University of New York (Jan 2010)

Medgar Evers College

Bachelor of Science in Business with a Concentration in Management, Accounting & Marketing

**SKILLS/ACTIVITIES**

* Certified in Microsoft Office: Excel, Word, PowerPoint, Outlook, Access & Visio
* Diversified scope of Citi Trainings