

Briana Singh

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47 Meadow Rd
Inwood N.Y. 11096

(516) 526-7517
BrianaCSingh@gmail.com

Summary

To obtain a position as a software engineer and broaden technical skills, interpersonal, and analytical skills.

Competent in

Skills

Programming: HTML, CSS, Javascript, SQL

Office: Microsoft Word, Powerpoint, Outlook, Excel, and Google applications: Docs, Drive, Mail, Slides, Keep.

Languages: Fully fluent in English (native speaker), Intermediate fluency in Spanish (school-taught).

Other: College-level math skills.

CRM software : BETTI.

Finance Software: Encore Teller, Encore Platform

Experience

TD Bank / Bank Teller I, Bank Teller II June 2019 - June 2021 Lawrence, N.Y.

- Provide account services to customers by receiving deposits and loan payments, cashing checks, issuing savings withdrawals, and recording night and mail deposits.
- Answer questions in person or on telephone and refer customers to other bank services as necessary.
- Cross-sell bank products by answering inquiries, informing customers of new services and product promotions, ascertaining customers' needs, and directing customers to a branch representative.
- Comply with bank operations and security procedures by participating in all dual-control functions, maintaining customer traffic surveys, auditing other tellers' currency, and assisting in certification of proof.

IAC - HomeAdvisor / Media Sales Representative
February 2019 - May 2019 New York, N.Y.

- Communicate and consult with small home improvement business owners on HomeAdvisor's marketing services and products
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- Establish, develop and maintain positive business and customer

- relationships
- Create and manage accounts for service professionals listed on director

Designer Shoe Warehouse / Sales Associate

September 2018 - February 2019 Lawrence, N.Y.

- Present, promote and sell products/services while conversing persuasively
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- Establish, develop and maintain positive business and customer relationships
- Expedite the resolution of customer problems and complaints to maximize satisfaction
- Make transactions at the cashwrap and handle currency while maintaining responsibilities under the established policies

Education

Lawrence High School / Regents Diploma

June 2014 - Cedarhurst NY

Southern New Hampshire University / B.S. Computer Science

Software Engineering (in progress)

May 2020 - Expected Graduation: 2022
