

# Aria Clark

## Personal Banker

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(123) 456-7890

Seattle, WA

[LinkedIn](#)

## WORK EXPERIENCE

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### Union Bank - Personal Banker

2020 - current

Seattle, WA

- **Improved the accuracy of financial reports by 17%** through meticulous reconciliation in QuickBooks.
- Facilitated effective communication with management through the use of Microsoft Outlook.
- Reduced loan processing time by 2 hours through LendingQB automation features.
- Detected and prevented 15+ instances of potential fraudulent activities using Verafin, saving the bank \$127K in potential losses.

### KeyBank - Teller

2017 - 2020

Seattle, WA

- Enhanced transaction efficiency by 12% through the implementation of workflow management.
- Achieved a 99.9% balanced cash drawer record, demonstrating strong attention to detail.
- Demonstrated proficiency in using Wolters Kluwer's OneSumX software to analyze and manage risk, leading to a **16% reduction in operational risk incidents**.
- Leveraged Palisade @RISK software to conduct comprehensive financial modeling, resulting in a 22% reduction in non-performing loans.

### Fred Meyer - Cashier

2015 - 2017

Seattle, WA

- Utilized Microsoft Excel to create daily sales reports, resulting in improved inventory management.
- **Increased checkout speed by 2 minutes** through efficient scanning and cash handling techniques.
- Reduced checkout errors by 23% through meticulous attention to detail and product knowledge.
- Harnessed RiskWatch to monitor and report any potential security risks, reducing shrinkage by 19%.

## EDUCATION

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### University of Washington - Bachelor of Science, Finance

2011 - 2015

Seattle, WA

## SKILLS

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Microsoft Excel; RiskWatch; Microsoft Dynamics 365; FICO; Wolters Kluwer's OneSumX; Palisade @RISK ; LendingQB; Microsoft Outlook; Verafin; QuickBooks

## CERTIFICATIONS

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- Certified Bank Teller (CBT)