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# Marshall Reynolds

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## **PROFESSIONAL SUMMARY**

Recent graduate with an AS in Business Administration. Highly dependable with excellent interpersonal communication and problem solving skills. Superior time management skills that allow me to meet all deadlines.

## **SKILLS**

- Proficient in Microsoft Office
- Fast Learner
- Time Management
- Ability to Work Under Pressure
- Leadership
- Teamwork
- Some Written and Spoken Spanish

## **LICENCES**

- Life and Health
- MLO

## **EXPERIENCE**

### **PNC Bank - BSSR**

October 2017 - Current

- My responsibilities were to open new accounts, finalize loans, manage an ATM, manage safety deposit boxes, and run teller transactions.

### **Royal United Mortgage - MLO**

July 2017 - September 2017

- My responsibilities were to identify the needs of the client and help them with their refinance.

### **Pepsi Co, Frankfort, IN - Packer**

April 2016 - July 2017

- My duties were to check the quality of the bags and maintain production.

## **EDUCATION**

### **Ivy Tech, Lafayette IN - AS Business Administration**

August 2015 - May 2017

- Coursework in Business, Accounting, Economics, and Marketing
- A marketing plan my team submitted is now being implemented for their Career Development department
- Scored in the 94 percentile on the Major Field Test