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| Frances Ehlert Cary, NC 1431942325 |
| “Following a return to the job market, I am now looking to secure a challenging and rewarding new role where I can put previous experience gained to best use”.   Career Break I took around 3 years’ career break to take care of my child (Jan 2016 –till now). During this time period, I updated my skills refreshed through courses and online learning. |

# Experience

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| COURSES (14319422252) Recently graduated from a Software Quality Assurance Immersive program with a project-based, workshop-style practice centered on using Selenium, Java, industry-focused curriculum in manual and automated testing.  Completed Business Analyst course with live experience in Health Care and Finance projects.   HR Assistant, NETLOGIC SOLUTIONS (143194232) Handled the entire gamut of HR activities effectively.  Post job openings to online recruitment sources Phone screen applicants and arrange employment interviews Conduct reference checks Keep track of candidate status and schedule follow up interview/trials Conducted background and degree verifications on selected candidates Perform other duties as required. |
| PErSONAL BANKER, Wells Fargo (1431942325) Worked in a fast pace, high volume environment  Sold retail banking products and services to new and existing customers Consistently met weekly targets & Goals Used profiling analysis tools to identify cross-sell opportunities Made outbound sales call to increase product sales per customer ratio  Resolved problems/conflict to ensure total customer satisfaction |
| BUSINESS Consultant, HSBC BANK (1431942325) Developed and provided ongoing tracking to division-wide customer complaints about annual government audits. Served as a liaison between company president and clients regarding client accounts and new business. Approved travel expenses and reimbursement requests. Collaborated with other administrative team members, human resources and the finance department on special projects and events. |

# Education

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| Master of Business Administration, Loyola College Human Resources Management |
| Bachelor of Science, SRM University Nutrition FSM & Dietetics |

# Skills

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| Business Analysis Selenium 3 Web testing Project Management MS-Visio 2016 Microsoft Project 2016 | WebDriver JIRA Requirement Management Business Development Agile Teamwork and Project Management |