

Sheldon Bishop

Dublin, CA 94568
(646) 483-0978
sbishop0619@hotmail.com

My objective is to further my career in banking by obtaining a full-time position that will allow me to grow and utilize skills I have obtained through previous work experience.

EXPERIENCE

Patelco Credit Union, Concord, CA — Senior Member Service Representative

August 2016 - PRESENT

Assist members in obtaining financial security by referring products and services that would benefit them most, process complex transactions such as opening up and closing accounts, wire transfers and loan applications, able to locate additional products by utilizing the needs assessment form, train new tellers and assist in locating outages, balance the vault, Teller Cash Recycler and ATM, managed branch retention and helped conduct monthly audits. Participated in job specific training and other required training programs, maintain thorough and current knowledge of all federal, state and local regulations as well as Patelco's internal policies and procedures, proficient in Outlook, Origins and Branchsuite.

Yankee Pier, Lafayette, CA — Server

May 2016 - August 2017

Assist customers in making informed decisions about our food and beverage menus, anticipate guest's needs before they do, manage multiple customers' orders simultaneously, assist various people concurrently

Solano's, La Quinta, CA — Server

January 2013 - May 2016

Assist customers in making informed decisions about our food and beverage menus, anticipate guest's needs before they do, manage multiple customers' orders simultaneously, assist various people concurrently

EDUCATION

Chaparral High School, Temecula, CA — High School Diploma

August 2005 - May 2009

SKILLS

Microsoft Word and Excel Proficient

Proficient Python, Java Script, HTML and CSS

Excellent with time management

Reliable and trustworthy

Flexible with working hours

Able to maintain professionalism in any situation

LANGUAGES

Fluent English, Basic German

REFERENCES

Michelle Waumann

Previous Manager

(954) 225-1874

Mandie Sheets

Yankee Pier Manager

(510) 688-6160

Ronson Souza

Previous Manager

(808) 783-9551

