

Name
Street Address
Town, State zip code
Phone
Email address

SKILL SUMMARY:

Financial Lending/Bank Account Executive:

- Responsible for overseeing the Real Estate lending portfolio.
- Offered members real estate lending options.
- Processed and approved applications.
- Completed required loan documents.
- Closed loans face to face with members.
- Recorded documentation to meet state and federal guidelines.
- Accountable for monthly, quarterly, and annual reports.
- Handled customer care questions to satisfaction.
- New Account openings for checking, savings, money market accounts, credit cards, personal loans and mortgage lending products.
- Offered financial services, insurances options and third party products to meet customer needs.
- Processed financial transactions.
- Supported teller line and branch manager to meet branch goals.
- Promoted personal and mortgage loan products.
- Performed cashiering and financial transactions.
- Offered optional insurance and available benefits to existing relationships.
- Acted as branch manager for 5 locations over a 4 year period.
- Hired, trained, developed, and promoted staff of up to 5 employees.

Sales:

- Merchandising, display and floor moves to best represent products.
- Sales of fashion apparel, shoes and accessories.
- Cashiering and cross sell of credit card and rewards programs.
- Performed opening, closing and banking procedures.

WORK EXPERIENCE

Dover Federal Credit Union, Dover, DE

Residential Lending Coordinator

04/13- 09/13

Dress Barn, Suffern, NY

Sales

06/12- 05/13

RBS Citizens Bank, Providence RI

Banker 1/Account Executive

11/09-01/13

HSBC/ Beneficial, Buffalo NY

Account Executive

01/1996-10/2008

EDUCATION

St. Petersburg Junior College, St. Petersburg, FL
Associates Degree in Fashion Merchandising