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## Bank Account Manager Resume

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### Job Objective

To secure a position with an expanding company as Bank Account Manager where my education and experience can be utilized to the fullest.

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### Highlights of Qualifications:

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- Admirable experience in working as a teller in a bank and managing work of mortgage department
  - Outstanding knowledge of Low Income Housing Tax Credit program
  - Operational knowledge of regulatory guidelines
  - Remarkable ability to manage wholesale accounts
  - In-depth knowledge of commercial real estate, finance and partnership law
  - Exceptional ability to interpret FNMA underwriting guidelines
  - Amazing customer service and communication skills
  - Proficient in working on various Microsoft application products
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### Professional Experience:

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Bank Account Manager  
Hancock Bank, Williamsport, PA  
October 2008 – Present

- Assisted in negotiating investments for equity funds in various market areas.
- Maintained good working relationships with customers and internal production officers for negotiating on various investments.
- Coordinated with third party professional and drafted and prepared necessary financial documents.
- Worked with portfolio managers and prepared initial closing funds and transition investment to be submitted to management.
- Determined various policies and procedures for effective working of investment work of bank.

Commercial Account Specialist  
WesBanco Bank, Inc., Williamsport, PA  
August 2003 – September 2008

- Assisted in starting new accounts as requested by relationship managers.
- Performed various bank transactions such as transfers, deposit and stop payments by account holders.
- Monitored all customer queries and ensured all issues resolution with required courtesy.
- Provided solutions to issues and informed customer of same in a verbal or a written form.
- Coordinated with various departments and ensured good relationship with customers.

Bank Teller  
Sovereign Bank, Williamsport, PA  
May 1998 – July 2003

- Provided customers with all required account services such as making loan payments and managing deposits and withdrawals.
  - Maintained records of all cashier and traveler checks and prepared reports on all transactions.
  - Monitored new services of banks and informed same to customers and assisted customer with a representative if required.
  - Managed all cash transactions and reconciled all transactions and maintained efficient supply of currency.
  - Ensured customer information to be confidential and instilled confidence to customer on same.
  - Coordinated with various teams and ensured achievement of optimal level growth.
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### Education:

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Bachelor's Degree in Accounting  
West Los Angeles College, Culver City, CA  
Master's Degree in Finance  
Johns Hopkins University, Baltimore, MD

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