
Bank Chief Operating Officer Resume

Job Objective

Seeking long-term Bank Chief Operating Officer position in which my professional experiences and special qualifications will help encourage the growth of both my organization and myself.

Highlights of Qualifications:

- Huge knowledge of banking and microfinance
 - Deep knowledge of mortgage loan operations
 - Ability to analyze cash flow, cost controls, and expenses to guide business leaders
 - Ability to develop and implement finance and accounting procedures
 - Ability to lead, inspire, develop and empower a talented team of professionals
 - Excellent negotiation, interpersonal and communication skills
 - Superior organizational, planning, analytical and problem-solving skills
 - Excellent technical report writing skills
 - and computer literacy
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Professional Experience:

Bank Chief Operating Officer

Bank of the Commonwealth, Tigard, OR

August 2005 – Present Collaborated with other team members.

Monitored decisions made and maintained operational policy.

Assured compliance with policy and regulations.

Managed assets of the Bank and aided marketing and business development activities.

Coordinated in civic and community activities. Bank Chief Operating Officer

Jefferson Bank, Tigard, OR

May 2000 – July 2005 Monitored back office operations.

Coordinated with front office managers.

Suggested and outlined processes for manual operations.

Evaluated Administration functions and purchasing functions.

Outlined organization structure and innovated performance management.

Education:

Bachelor's Degree in Business Management

Wells College, Aurora, NY

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