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## Bank Clerk Resume

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### Job Objective

Seeking a Bank Clerk position that offers an immediate challenge, career opportunity, and advancement.

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### Summary of Qualifications:

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- Proficient in handling financial service documents (e.g., fixed income instruments, bank loans, etc.)
  - Knowledgeable with rating agencies such as Moody's and S&P
  - Proficient in MS Office applications
  - Excellent oral and written communication skills
  - Flexible with assigned work hours
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### Work Experience:

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Bank Clerk, May 2004 – Present  
Mid-Atlantic Finance Company, Dalton, GA

- Recorded and kept track of contracts, title numbers from acquisitions, newly funded business and any other relevant data pertaining to regarding the status of missing titles.
- Processed title applications, repossession forms, notarization, and other paperwork.
- Handled the dispatch of documents (via Airborne or Fed-Ex) to various auto auctions throughout the country.
- Processed lien and titles in accordance with MAF standards.
- Managed the sending and receiving of titles and contracts.
- Communicated with managers regarding and pending title work.
- Handled warranties and prolonged the service contracts of vehicles.
- Posted vehicle sales and took care of payoff checks for new vehicles and trade ins.

Bank Clerk, March 2002– April 2004  
Wiesner Inc., Dalton, GA

- Computed outstanding payments, fees, and advances on loan in Foreclosure and/or Loss Mitigation, and processed payment plan schedules.
  - Performed clerical duties such as typing, filing, faxing, mail distribution, and others.
  - Communicated with internal and external clients.
  - Managed registration for vehicles to be titled and sent the necessary data the state's Dept. of Motor Vehicles.
  - Got hold of pending fee quotes from Foreclosure Attorneys for payoffs and reinstatements.
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### Education:

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Associate Degree in Accounting, Pima Community College, Tucson, AZ

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