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## Bank Controller Resume

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### Job Objective

Enthusiastic Bank Controller seeks a company where my personality and Bank Controller skills would enable me to have the security and longevity that I am looking for.

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### Highlights of Qualifications:

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- Remarkable experience in financial management and accounting
  - Familiarity with GAAP and Bank regulatory requirements
  - Ability to monitor and report compliance with all Bank Finance Policies
  - Ability to develop and maintain the Bank's Business Plan and budgeting process
  - Ability to prepare balance sheet production and reporting
  - Ability to review the financial and ad hoc reports
  - Ability to handle instructions from management and present data to management
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### Professional Experience:

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Bank Controller  
Morgan Stanley, Charlotte, NC  
August 2005 – Present

- Provided input in financial decisions and preserved assets.
- Administered financial condition and maximizes profits and reduced risks.
- Formulated budgets and acquired budget objectives.
- Interpreted financial status and outlined special reports.
- Monitored safe operation of equipment and executed operational requirements.
- Supervised financial staff and managed financial staff job outcomes.

Bank Controller  
Don Richard Associates, Charlotte, NC  
May 2000 – July 2005

- Maintained bank's financial transactions and formulation of financial reports.
  - Analyzed forms 10-Q, 10-K and annual report.
  - Aided senior management and suggested major financial objectives.
  - Drafted reports and scheduled policies according to the changes.
  - Handled bank's cash flow and reviewed bank's liquidity.
  - Computed Cash Forecast and conducted evaluation of capital expenditures.
  - Evaluated Bank's federal and state tax liabilities.
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### Education:

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Bachelor's Degree in Finance  
Norte Dame de Namur University, Belmont, CA

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