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## Bank Supervisor Resume

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### Job Objective

To gain Bank Supervisor position in which to utilize my skills in such a way as to become a valued member and long-term employee within the company.

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### Highlights of Qualifications:

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- Vast supervisory experience in a bank environment
  - Profound knowledge of banking operational policies and procedures
  - In-depth knowledge of CSR operating methods and teller terminal
  - Sound knowledge of Accounts Payable, Bank Reconciliation, investment products, mortgages, and lending services
  - Familiarity with general accounting practices and principles
  - Proficient in Microsoft Excel and Word applications
  - Amazing ability to write reports and procedure manuals
  - Ability and willingness to share knowledge with co-workers
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### Professional Experience:

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Bank Supervisor, August 2005 to till date  
Robert Half International, Logan, OH

- Lead quarter-end and month-end financial closing processes.
- Communicated deadlines to Operating Departments, analyzed financial statements and ensured compliance.
- Analyzed and approved account reconciliations.
- Interpreted and implemented General Accounting Procedures (GAP) and Generally Accepted Accounting Principles.
- Advised operational leaders relating financial accounting and reported issues and transaction structuring.
- Managed Capital budgeting and reported process for Operations.

Bank Supervisor, June 2002 to July 2005  
Associated Bank, Logan, OH

- Teamed with Financial Planning and Analysis group during pacing, estimated and planned processes.
  - Managed project team to ensure that project goals and milestones are achieved.
  - Lead the development and implementation of training programs within the work unit supervised.
  - Prepared and implemented new procedures and responded to changes in statutes and administrative policies.
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### Education:

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Bachelor's Degree in Accounting, Citrus College, Glendora, CA

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