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## Bank Trainee Resume

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### Job Objective

Seeking a Bank Trainee position while maximizing my skills and being a positive influence on company.

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### Highlights of Qualifications:

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- Vast experience with retail sales and the financial industry
  - Profound knowledge of general office procedures
  - Strong in-person and telephone customer service skills
  - Proficient with computer and Microsoft Office applications
  - Excellent verbal and written communication skills
  - Exceptional ability to collect and organize information
  - Strong ability to manage multiple projects and deadlines simultaneously
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### Professional Experience:

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Bank Trainee  
TCF Bank, Boca Raton, FL  
January 2009 – Present

- Restructured funding for housing loans.
- Verified eligibility for loss mitigation support.
- Formulated documents by collecting additional information from customers.
- Submitted case declaration scheme to investor.
- Processed payments and maintained files.

Bank Trainee  
IronStone Bank, Boca Raton, FL  
March 2004 – December 2008

- Took part in training programs.
  - Completed project assignments.
  - Collaborated with lending and other banking staff.
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### Education:

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Bachelor's Degree in Business – Finance  
Rice University, Houston, TX

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