
Bank Trainee Resume

Job Objective

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

Highlights of Qualifications:

- 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:

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:

Bachelor's Degree in Business – Finance

Rice University, Houston, TX

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