
BANKING ASSISTANT RESUME

Objective:

To obtain a Banking Assistant position in a growth-oriented company where I can utilize my administrative skills and acquire new abilities.

Summary of Skills:

- Huge experience in banking-related compliance issues
- Solid understanding of loan documentation – preparation, review, closing and funding.
- Strong computer skills including MS applications
- Exceptional client servicing along with excellent phone skills
- Good problem solving and independent decision-making skills
- Excellent inter-personal, written and verbal communication skills

Work Experience:

Banking Assistant
Bank Leumi, San Francisco, CA
August 2005 to till date

- Provided direct client service to Private Banking clients.
- Assisted in providing administrative support to Private Banking team.
- Processed account opening for both Banking and Investment accounts.
- Maintained records and reports.

Banking Assistant
JPMorgan Chase, San Francisco, CA
May 2000 to July 2005

- Provided proactive support to services which had existing client relationships.
- Handled client transactions.
- Resolved routine and complex client inquiries and service issues.
- Gathered and inputted information related to client lending.

Education:

Bachelor's Degree in Accounting
Duke University, Durham, NC

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