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## Banking Operations Manager Resume

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### Job Objective

Seeking a position in which to enhance my career as Banking Operations Manager by becoming a valued member of your team.

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### Highlights of Qualifications:

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- Huge experience in managing all retail mortgage sales and operations
  - Huge knowledge of bank products and services
  - Operational knowledge mortgage platforms, products and regulations
  - Wide knowledge of retail banking operations and associated regulations
  - Immense ability to work on multiple projects in a fast paced environment
  - Proficient with bank back office processes and systems
  - Familiarity in handling confidential information
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### Professional Experience:

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Regional Banking Operations Manager  
Capitol Bancorp Ltd., Columbia, SC  
October 2008 – Present

- Provided support to various branches of all assigned regional branches in network.
- Coordinated with management for various retail and bank operations and developed various branch operational program.
- Coordinated with market presidents and ensured program provides support to sale efforts in market.
- Supervised working of everyday activities and ensured compliance to all bank procedures.
- Developed new processes to ensured efficient working of system according to necessary timeline.
- Managed braches and performed regular visits and participated in various meetings and conferences for branches.
- Assisted market presidents in evaluating process and provided resolutions if required.

Operations Supervisor  
J.B. Hunt, Columbia, SC  
August 2003 – September 2008

- Assisted in organizing various activities to ensure proper workflow in operations department.
  - Developed and implemented departmental policies and procedures.
  - Maintained and monitored department budget and ensured smooth functioning.
  - Ensured compliance to all department goals and objectives in work.
  - Monitored quality activities and assigned work to employees in functional areas.
  - Coordinated with staff and ensured achievement of all company goals.
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### Education:

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Bachelor's Degree in Business Administration: Banking  
Peru State College, Peru, NE

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