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## Financial Service Representative Resume

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### Job Objective

Searching for the opportunity to work as a Financial Service Representative with growing company in which my abilities will be an asset to company.

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### Highlights of Qualifications:

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- Remarkable experience in cash handling, retail and customer service
  - Wide knowledge of general banking practices and procedures
  - Ability to utilize sales skills to meet team and individual sales goals
  - Ability to learn and adhere to compliance regulations
  - Ability to analyze, prepare and deliver presentations and seminars to clients
  - Ability to maintain confidentiality and achieve the corporate mission and work cooperatively with co-workers and supervisors
  - Outstanding ability to accurately manage arithmetic calculations
  - Proficient with Microsoft Office Suite, email software, and internet browsers
  - Business ethics, honesty and integrity
  - Superior communication and problem solving skills
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### Professional Experience:

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Financial Service Representative  
Flagstar Bancorp, Inc., Irvine CA  
November 2006 – Present

- Handled customers over the counter and processed various customer transactions.
- Managed commercial and individual checking deposits, checked cash and issued receipts and even handled checks for cashing or paying.
- Handled payments while checking the due date.
- Marketed money orders, treasurer's check, US savings bonds, and traveler's checks as well as managed US savings bonds for payment.
- Traded bank services and handled customer complaints.
- Executed clerical functions.

Financial Service Representative  
Susquehanna Bank, Irvine CA  
February 2001 – October 2006

- Handled financial transactions and educated customers with product information.
  - Introduced up-sell opportunities and maintained profitable households.
  - Handled Citadel's operation and security practices.
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### Education:

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Bachelor's Degree In Finance  
Lincoln Memorial University, Harrogate, TN

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