
Financial Services Officer Resume

Job Objective

Highly motivated Financial Services Officer seeking an opportunity to aid the advancement of the organization and make positive contributions to the business.

Highlights of Qualifications:

- Excellent knowledge of accounts and finance
 - Strong knowledge of preparing reports, correspondence and other data
 - Proficient with Windows office suite
 - Ability to provide outstanding customer service
 - Exceptional written and verbal communication ability
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Professional Experience:

Financial Services Officer
Union Bank, Palm Beach Gardens, FL
August 2005 – Present

- Supported company's mission through sales and service leadership.
- Provided necessary assistance in overall business development and community involvement.
- Managed and implemented marketing and business development plans to achieve business objectives.
- Planned and implemented various strategies to drive bank's growth and profits.
- Managed retail and business banking relationships as per the company's business operations guidelines and prescribed sales process.
- Initiated and achieved deposit growth, loan production and sales of non-credit fee-based products.

Financial Services Officer
Bank of the West, Palm Beach Gardens, FL
May 2000 – July 2005

- Worked closely with members to identify their financial requirements.
 - Marketed all financial products such as consumer and mortgage loans, deposit products and related services.
 - Organized marketing campaigns and worked with external sources to build new businesses.
 - Completed applications and associated paperwork and followed-up on them.
 - Interacted with other external and internal staff in a cooperative and professional manner.
 - Provided clients with the information on various international and national financial aids and grants.
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Education:

Bachelor's Degree in Accounting
Regis College, Weston, MA

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