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## New Accounts Representative Resume

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### Job Objective

Seeking reputable company in which to obtain a New Accounts Representative position.

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### Highlights of Qualifications:

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- Exceptional knowledge of IRA accounts, IRS requirements, bank services and products
  - Familiarity with account types, products and services and necessary disclosures
  - Thorough knowledge of retail bank operations and regulatory compliance as well as understanding of different accounts
  - Ability to provide assistance with titling of accounts
  - Superior organizational, problem solving and planning skills
  - Sound interpersonal, customer service and leadership skills
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### Professional Experience:

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New Accounts Representative  
Prosperity Bank, Johnson City TN  
November 2006 – Present

- Marketed bank products and updated bank's computer system.
- Handled account maintenance and evaluated new customer information.
- Handled closure of bank accounts and coordinated with existing and prospective customers.
- Managed all compliance documentation and ensured delivery of documents to customers.
- Complete all account documentation for new & transferred IRA's.
- Handled concerns and formulated all account documentation.

New Accounts Representative  
Beal Bank, Johnson City TN  
February 2001 – October 2006

- Processed documentation for fresh accounts and executed deposits and withdrawals.
  - Verified deposits and date of death valuations and formulated currency transaction reports.
  - Handled cashiers checks, wire transfers and issued temporary checks.
  - Managed cash drawer and aided to balance the vault weekly.
  - Aided customers in account maintenance and aided customers with inquiries.
  - Formulated daily mail deposits, processed stop payment orders and managed general filing.
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### Education:

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Bachelor's Degree In Business Administration  
Winston-Salem State University, Winston-Salem, NC

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