
Performance Officer Resume

Job Objective

To secure a Performance Officer position to help contribute to the growth of the organization and help increase cliental.

Highlights of Qualifications:

- Huge working experience in performance analysis
 - Outstanding knowledge of banking operations in international setting
 - Excellent knowledge of banking procedures
 - Exceptional analytical skills
 - Excellent ability to communicate effectively
 - Outstanding ability to work with little supervision
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Professional Experience:

Performance Officer
Essential Associates Ltd, Grand Prairie, TX
August 2005 – Present

- Managed and maintained departmental performance intranet site.
- Carried out performance analysis of department staff.
- Provided training and support services to improve employee performance.
- Conducted research programs and service improvement activities.
- Audited performance of employees utilizing established tools and indicators.
- Provided assistance in developing, setting and monitoring Local Performance Indicators.
- Developed, implemented and monitored Local Performance Indicators.

Performance Officer
Performance Associates International, Inc., Grand Prairie, TX
May 2000 – July 2005

- Managed employee performance management system efficiently
 - Implemented and monitored departmental indicators, targets and standards.
 - Maintained and updated company's performance database through established procedures.
 - Utilized existing evaluation tools and indicators to assess employee performance.
 - Developed performance strategies to improve employees' performance continuously.
 - Developed and instituted training and ongoing support services.
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Education:

High School Diploma
Addison Trail High School, Addison, IL

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