
Relationship Officer Resume

Job Objective

Seeking an opportunity by filling a Relationship Officer position to help the right organization boost productivity and benefits.

Highlights of Qualifications:

- Extensive experience in customer service and sales
 - Proficient in MS Office suite
 - Sound knowledge of bank products and services (Consumer and Business)
 - Strong time-management and organizational skills
 - Effective interpersonal sales and service skills
 - Excellent verbal and written communication skills, customer negotiations skills
 - Outstanding ability to read financial statements, bank statements and budgets
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Professional Experience:

Relationship Officer
Equitas, Wichita Falls, TX
August 2005 – Present

- Ensured collection efficiency by adhering to the collection process in letter and spirit.
- Promoted new products and services launched by the company and improved revenue per customer.
- Collated and shared market information, customer insights and performance parameters in specified formats on a regular basis.

Relationship Officer
Fremont Bank, Wichita Falls, TX
May 2000 – July 2005

- Acquired new and expanded existing Client relationships.
 - Solicited qualified referrals from existing clients.
 - Achieved assigned Client acquisition goals.
 - Promoted deposit growth.
 - Ensured that productivity reports are prepared and submitted in a timely manner.
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Education:

Bachelor's Degree in Business Administration
Radford University, Radford, VA

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