
Small Business Specialist Resume

Job Objective

Seeking position that utilizes my training as an accomplished Small Business Specialist.

Highlights of Qualifications:

- Profound knowledge of all applicable bank and branch policies, procedures and support systems
 - In-depth knowledge of credit products and processes
 - Ability to exhibit a high level of integrity and exercise good judgment
 - Ability to communicate effectively orally and in writing
 - Ability to work with mathematical concepts
 - Strong verbal and written communication skills
 - Excellent customer service and community relations skills
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Professional Experience:

Small Business Specialist
Sovereign Bank, Yreka, CA
May 2006 – Present

- Presented superior sales and service to all small business clients.
- Determined and presented appropriate financial solutions .
- Supervised clients so that they make correct decisions about their financial needs.
- Provided extraordinary, memorable and personalized customer service.
- Informed of all appropriate policies, procedures and processes.

Small Business Specialist
JPMorgan Chase, Yreka, CA
March 2003 – April 2006

- Applied selling and profiling techniques to open, establish and close sales.
 - Established and developed a good working relationship with Small Business customers.
 - Established new business with present Small Business customers and prospects.
 - Represented bank in business development and community activities.
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Education:

Bachelor's Degree in Business Management
Georgian Court University, Lakewood, NJ

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