

Finance Student

Montgomery, AL

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334-244-3000

<https://www.linkedin.com/in/financestudent>

QUALIFICATIONS SUMMARY

- Commitment to excellent customer service
- Sales experience
- Ability to work in a team environment
- Entry-Level Commercial Banking skills
- Mid-Level Personal Banking skills
- Advanced Microsoft Office skills

EDUCATION

Bachelor of Science in Business Administration

Auburn University at Montgomery

Montgomery, AL, expected graduation December 2021

Major: Finance

Overall GPA: 3.16/4.0

EXPERIENCE

Seasonal Document Processor, Blackboard, Remote, August 2020 – October 2020

- Received, processed, and digitally filed documents for K-12 schools.
- Followed all required FERPA guidelines.
- Processed and filed special education documents per specific guidelines.

Recreation Manager, Armory Athletics, Montgomery, Alabama, August 2019 – March 2020

- Led a team of over twenty gymnastics and tumbling coaches.
- Assisted and rectified complaints made by customers.
- Performed administrative and receptionist duties when needed.

Personal Banker II, Legends Bank, Clarksville, Tennessee, April 2018 – May 2019

- Handled hundreds of customer financial transactions per day.
- Met branch sales goals.
- Efficiently opened new customer accounts.