

[Your Name]
[Street Address], [City, ST ZIP Code]
[phone]
[e-mail]

- Profile Summary**
- Experienced professional with a successful career in banking, business development, and administration.
 - Excel at interfacing with others at all levels to ensure organizational goals are attained.
 - Proactive approach has resulted in capturing numerous accounts and expanding client base.
 - Possess excellent interpersonal, analytical, and organizational skills.
 - Excel within highly competitive environments where leadership skills are the keys to success.
 - An effective manager with the skills necessary to direct, train, and motivate staff to its fullest potential.
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- Banking Employment** **WOODGROVE BANK**, New Jersey *1994 - Present*
Assistant Vice President
- High-profile management position accountable for soliciting business accounts and developing strategic alliances with clientele.
 - Develop tactics to increase assets and profitability within a territory consisting of six franchises throughout Bergen County, New Jersey.
 - Devise and implement innovative marketing principles and promotional sales events for commercial projects to further support financial growth.
 - Counsel high net-worth individuals and corporate clients with regard to investment opportunities, risk analysis, and monetary returns.
 - Cross-sell banking services and products to clientele.
 - Participate in community events to position the bank as a leader within the territory.
- Highlights:***
Generated more than \$100,000 in revenue and fee income within a 4-month period.
Developed a strategic marketing campaign targeting accountants, attorneys, and medical professionals which has generated substantial referrals.
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- A. DATUM CORPORATION**, New York, NY *1987 - 1994*
Assistant Treasurer
- Directed daily operations for a retail bank, including branch sales, business development, customer service, and credit analysis.
 - Managed a staff of 15 customer service representatives and tellers.
 - Analyzed financial statements and pertinent information to determine creditworthiness of prospective customers.
 - Counseled corporate clients and high net-worth individuals with regard to their borrowing needs.
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Education **Bachelor of Arts in Social Science** *1986*
Maple College, St. Bonaventure, New York

Certifications Financial Statement Analysis
Business Development Skills
Mortgage Specialist