|  |  |  |
| --- | --- | --- |
|  |  | ObjectiveFind gainful employment as a Commercial Loan Officer with the ability to analyze financial statements, financial ratios, tax returns and other documents to evaluate repayment sources and prepare loan recommendationsEducationB.S. Business Administration Emphasis: Management December 2013 Southern Illinois University Edwardsville, Edwardsville, IL Business Projects Society for Human Resource Management-Vice President **August 2012-Present**  Managing Group Projects-SIUE **August 2012-December 2012** Experience **First National Bank of Litchfield, Litchfield, IL January 2012-Present Teller**   * Provide service to bank customers by conducting appropriate transactions * Handle incoming mail and other material * Meeting the needs of customers  Buffalo Wild Wings, Edwardsville, IL Server/Hostess August 2009-August 2012  * Increased customer service skills by providing excellent service; increasing sales by 48% * Participated in monetary transactions and balanced register * Maintained a clean work environment  Montgomery Nursing and Rehabilitation Center, Hillsboro, IL May 2008-August 2009 Certified Nursing Assistant  * Assisted the residents with their daily routines * Maintained upkeep on the residents room * Built relationships with the residents |
|  |  | Summary of Qualifications **Computer Skills**  Proficient in Microsoft Office, Excel, Access, PowerPoint, Macintosh OS, PC, Windows 95/98/XP.  Exceptional communicational, organizational and multitasking skills |