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|  |  | 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 AdministrationEmphasis: Management December 2013Southern Illinois University Edwardsville, Edwardsville, ILBusiness ProjectsSociety 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-PresentTeller** * Provide service to bank customers by conducting appropriate transactions
* Handle incoming mail and other material
* Meeting the needs of customers

Buffalo Wild Wings, Edwardsville, ILServer/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 2009Certified Nursing Assistant * Assisted the residents with their daily routines
* Maintained upkeep on the residents room
* Built relationships with the residents
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|  |  | 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 |