

Jane Doe
123 Main Street
Anytown, OH 43311
(937) 555-2222
jdoe@hotmail.com

SKILLS

- Know Windows 95/98, Microsoft Word 7, Word Perfect, Lotus 123, Excel, WinCoins and Group Wise.
- Can utilize the Internet as a valuable resource for research material.
- Able to perform daily accounting and office functions, including accounts payable/receivable, auditing, filing, answering a multi-line phone system, supervising employee scheduling, typing 70 wpm, greeting customers, general office management, 10-key calculator, writing employee manuals and training materials, training employees and assisting human resources in event coordination.

WORK EXPERIENCE

Operations Associate

1994 – June 1999, American Community Bank N.A. (now known as The Ohio Bank), Bellefontaine, Ohio

- Assisted in the daily operations of the bank. Compiled materials and information for employee training manuals. Assisted in training of employees. Maintained and audited internal accounts.

Client Service Consultant

1992 – 1994, American Community Bank N.A., Bellefontaine, Ohio

- Worked closely with the commercial customers of the bank, recruiting new accounts and tailoring accounts for the business customer's employees. Planned customer seminars and dinners. Also worked with the HR department planning and executing quarterly staff meetings and training sessions.

Loan Secretary

1989 – 1992, American Community Bank N.A., Lakeview, Ohio

- Worked as a loan secretary to mortgage lenders, performing daily loan functions, title work, UCC's, etc. Input new loans in computer.

Head Teller

1983 – 1989, American Community Bank N.A., Russells Point, Ohio

- Oversaw teller line operations, including supervision, scheduling and performance reviews of tellers. Supervised collection of past due loans assigned to Banking Center. In charge of daily branch teller operations.

Bookkeeping Associate

1978 – 1983, American Community Bank N.A., Russells Point, Ohio

- Daily bookkeeping functions of the bank, including accounts payable and receivable, auditing of books, and proofing teller transactions.

EDUCATION

Accounting I- Hi-Point Joint Vocational School, Bellefontaine, Ohio -1982

Dale Carnegie Course - Effective Speaking and Human Relations –1992

Various banking courses over the last 20 years.