**Bryan Banker (SAMPLE)**

Refugio, TX • 000-000-0000 • Email@email.com

**OBJECTIVE**

Motivated and detail-oriented business student with completed coursework in finance and economics, seeking an entry-level position in banking. Eager to apply analytical skills, customer service experience, and knowledge of financial principles to support organizational goals and deliver exceptional client solutions in a dynamic banking environment.

**EDUCATION**

**Victoria College,** *Victoria, TX*  Current Student

Bachelor of Business Administration Transfer Pathway

**Refugio High School,** *Refugio, TX* May 2019

High School Diploma

**CERTIFICATIONS & TRAININGS**

**Microsoft Excel Associate Certified,** (name of credentialing agency) September 2023

**Project Management Online Training,** (name of training provider) October 2022

**SKILLS**

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| --- | --- | --- |
| * Spanish language fluent
 | * Microsoft Suite
 | * Punctual
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| * Risk assessment
 | * Banking compliance knowledge
 | * Adaptable problem solving
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| * Interpreting financial statements
 | * Beginner QuickBooks
 | * Integrity
 |
| * Budget analysis
 | * Public speaking
 | * Time management
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**PROFESSIONAL EXPERIENCE**

**Payment Clerk Student Worker (Part-Time),** Victoria CollegeFebruary 2021 – Present

* Processed student payments, including tuition, fees, and other charges, ensuring accuracy and timely posting to accounts.
* Delivered exceptional customer service by assisting students with payment plans, resolving billing inquiries, and explaining financial policies.
* Ensured compliance with institutional policies and applicable regulations related to cash handling and data privacy.

**Sales Associate (Part-Time),** Bath, Bed, & Beyond December 2018 – January 2021

* Operated point-of-sale (POS) systems to process transactions, including cash, credit, and returns, while maintaining accuracy and efficiency.
* Supported inventory management by conducting stock counts, receiving shipments, and identifying discrepancies.
* Maintained a well-organized and visually appealing sales floor by restocking shelves, setting up displays, and ensuring merchandise was properly labeled.
* Delivered outstanding customer service by assisting customers with product selection, answering inquiries, and resolving issues to ensure a positive shopping experience.