|  |  |  |
| --- | --- | --- |
|  |  | ExperienceHSBC Canada-Personal Banker May 2017-  * Pass all bank transactions for clients * Customer Service (Safety Deposit Box, Pin,Enquiries about products, Official Cheques) * Offer suggestions based on client needs. * Open/Close accounts * Administrative work * Follow up with Clients * Make appointments for clients * Log mail  Laurentian Bank of Canada-Personal Teller Representative June 2015-May 2017  * Pass all bank transactions for clients * Customer Service (Safety Deposit Box, Pin, Visa, Enquiries about products, Official Cheques) * Offer suggestions based on client needs. * Open/Close accounts * Administrative work * Balance cash at the end of the day * Provide backup for many different branches |
|  |  |  |
|  |  | EducationLaSalle College (DEC-Accounting and Management Technologies) **Canadian Red Cross (Standard First Aid & CPR/AED Level C)** |
|  |  |  |
|  |  | Skills **Software**   * Good knowledge of Sage 50 and Microsoft Project 2016 * Excellent knowledge of Microsoft Access, Excel, PowerPoint and Word   **Attributes**   * Excellent work-ethic * Analytical * Interpersonal * Team player * Ambitious * Independent * Reliable   **Languages Spoken:** French, English, and Italian **Languages Written:** French and English  **References Available Upon Request** |
|  |  |  |