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|  |  | 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
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|  |  | EducationLaSalle College (DEC-Accounting and Management Technologies) **Canadian Red Cross (Standard First Aid & CPR/AED Level C)**  |
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|  |  | 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** |
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