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Objective

To obtain a position that will not only allow me to utilize my current skills and proficiencies, but will further challenge me to develop and refine my knowledge and abilities in order that I may combine my educational background and professional experience to become a beneficial member of your company's team

Professional Experience

Davison Design & Development

Pittsburgh, PA

June 2010- Present

Director of New Products

- Research and Development
- Implementation of innovation for clientele
- New Product Development
- High Volume Sales

Citizens Bank

Pittsburgh, PA

March 2006 – October 2009

Assistant Branch Manager / 3rd in Charge

- Assist the Branch Manager in the daily activities of the branch office
- Collect loans, close loans, and initiate and sustain relationships with customers
- Meet and exceed sales driven, sales-oriented business goals
- Maintain and uphold standard concepts, practices, and procedures of the branch
- Rely on experience and judgment to plan and accomplish goals
- Direct and lead the work and progress of employees
- Report directly to Branch Manager
- Working knowledge and experience in Word, Outlook, Excel, and traditional banking programs

United Auto Credit Corporation

Robinson, PA

June 2005 - August 2005

Collections / Underwriting / Credit Analysis

- Develop, maintain and accurately document loan accounts
- Utilize skip-tracing techniques
- Telephone collection techniques
- Counseling customers on ways of repayment
- Analyzing of credit bureau reports

North Side Bank / First National Bank

Pittsburgh, PA

October 2002 - May 2005

Personal Banking Representative II / Asst. Manager

- Provide information to new and prospective customers regarding interest rates, account charges and other pertinent account information
- Respond to customer questions and resolve customer issues
- Process loans from open to close
- Rely on experience and judgment to plan and accomplish goals
- Trained and experienced in all aspects of banking at the branch level

Minnotte Mfg. Corp. Pittsburgh, PA

January 1998 - March 2000

Shipping & Receiving Supervisor

- Supervise workers who confirm and record the receipt of shipments
- Prepare items for shipping by preparing and entering freight cost into system using shipping software
- Load and unload multiple shipments
- Use of overhead cranes and forklifts for material handling
- Manage the inter-departmental transport of materials
- Invoice Management
- Month-End-Closings
- Reconciliation
- Billing & Collections
- Accounts Payable/ Receivable
- General Ledger/ Trail Balancing
- Account Management
- Manage and maintain all customer service responsibilities
- Ability to read blueprints
- Cost analysis for material orders

Education

University Of Phoenix

Accounting
Associates Degree

* Currently enrolled and working toward completion of Bachelors /Masters Degree in Accounting (Graduation May of 2012)

Licenses & Accomplishments

Notary

Consistently ranked in the top ten for the marketplace in sales- Citizens Bank

Received awards for excellence in customer satisfaction- Citizens Bank
