

## Sample Resumes

### Sample Scannable (key word) Resume.

James Brown  
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**KEY WORDS:** Loan officer. New York Banking Association Intern. Customer service. Loan processing. Teller. Data processing. Trust. Account reconciliations. Loan applications. Tax reports. Trust agreements. QuatroPro. Excel. Lotus. Finance major. Bachelor's degree. Quick learner. Excellent written and oral communication skills. Leadership. Detail minded.

**OBJECTIVE:** A position as a loan officer. Desire to use banking and loan processing experience, knowledge of banking and trust industry, and personal customer service and communication skills.

**EDUCATION:** York College, City University of New York, Jamaica, NY 2006 Bachelor of Business Administration with a concentration in Finance, GPA: 3.95  
York Scholars Program.

**EXPERIENCE:** Queens International Bankcorp, Jamaica, NY  
Summer 2005 International Banking Association Summer Intern  
Rotated through several banking departments working with a wide variety of situations, people, and equipment

Experience with processing loans, handling data processing, teller responsibilities, creating trust reports, reconciling accounts, and producing tax reports. Experienced in QuatroPro, Excel, and Lotus software.

**ACTIVITIES:** Member of Hillside Region Junior Chamber of Commerce Volunteer for Big Brothers-Big Sisters Program of Jamaica, NY President of Financial Management Association, a college association Member of Gamma Beta Sigma Business Honorary