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DURANT, OK 74702

PHONE:  
-EM-AIL: NOAHJ

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CAREER OBJECTIVE: Officer level position in financial finn

**PROFESSIONAL STRENGTHS:**

- Excellent leadership, interpersonal, and team skills
  - Excellent marketing, sales, and customer relations skills
  - Outstanding oral and written communication skills
  - Excellent quantitative and analytic skills
  - Superb work performance and attendance history
  - Computer literate (Word, Excel, PowerPoint, AS400, etc.)
  - High energy level with a bias for action
  - Detail orientated and an ability to address multiple tasks simultaneously
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**EDUCATION:**

BBA in Finance, Southeastern Oklahoma State University, Durant, OK., May 2010  
GPA: 3.75/4.0, Alpha Chi National College Honor Society, Deans List.  
Key Courses: Finance, Accounting, Economics, Money & Banking, Investments, Marketing, Management

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**PROFESSIONAL EXPERIENCE:**

Teller, Vault Teller, Landmark Bank, Durant, OK, 07/2008-Present

- Establish new customer relationships through sales
- Process transactions such as term deposits, retirement savings plan contributions, automated teller transactions, night deposits, and mail deposits.
- Balance currency, coin, and checks in cash drawers at end of shifts, and calculate daily transactions using computers, calculators, or adding machine.

Assistant Vault Teller/Personal Banker, First United Bank & Trust, Durant, OK, 2005-2008

- Establish new customer relationships through sales, open and maintain DDA accounts.
- Identify transaction mistakes when debits and credits do not balance.
- Count currency, coins, and checks received, by hand or using currency counting machine, to to prepare them for deposit or shipment to branch banks or the Federal Reserve Bank.

Owner/Operator, Shadow Rider Rodeo Equipment, Durant, OK, 2003-Present

- Build quality product to meet anticipated demand.
  - Managed bookkeeping, tax records.
  - Assured customer satisfaction.
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**REFERENCES:**

Available on request

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