

N. Theo Monet
6 Vault Court
Marietta, GA 30060
(404) 123-4567
N.Theo.Monet@live.mercer.edu

OBJECTIVE

Seeking entry into the Management Training Program where my background and experience in banking and customer service can be enhanced in order to move into a Retail Branch Manager position.

EDUCATION

MERCER UNIVERSITY, Atlanta, GA May 20xx
Bachelor of Business Administration, GPA 3.525
Honors: Dean's List 4 semesters

Internship:

- Wachovia Bank**, Atlanta, GA January 20xx – April 20xx
- Assisted the Regional Branch Manager in all phases of management during the merger of the Wachovia branch with the Northlake branch of SouthTrust Bank
 - Distributed new policies, SOPs, and marketing materials to all local branch managers; responded to specific requests to ensure each branch had necessary supplies
 - Marketed bank products to potential customers including investment portfolios
 - Built new relationships and developed relationships with existing customers in order to build and retain business

LANGUAGES

Fluent in Spanish

WORK EXPERIENCE

Federal Express, Atlanta, GA 20xx – 20xx

- Processed package delivery for high volume logistics company
- Assisted UPS driver with deliveries during holiday season

Park Springs Apartment Community, Marietta, GA Summer 20xx

- Provided administrative services to complex manager including preparation of bank deposits
- Assisted residents and provided information to potential residents and their families, vendors, and maintenance personnel

United Parcel Service, Doraville, GA Summer 20xx

- Managed package logistics exceeding daily goals in volume and efficiency

COMPUTER SKILLS

Microsoft Excel, Word, PowerPoint; proprietary Relationship Management System