

ANEYSA JENSON

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PROFESSIONAL SUMMARY

Driven investment banking professional able to gather, model and utilize key data for diverse projects. Technologically savvy and able to learn new programs quickly. Top notch administrator, leader, and project manager. Familiar with managing schedules, directing teams and overseeing closing processes. Well-versed in GAAP, ledger updates and report writing. Exceptional interpersonal, communication and multitasking abilities.

SKILLS

- Loan application expertise
- Client Relationship Management
- Financial advising
- Background in sales
- Relationship building and management
- Ledger and balance sheet competency
- Employee relations and conflict resolution
- Cash handling expertise
- Compliance, banking laws and regulations
- Expertise in Excel
- Strong interpersonal skills
- Consumer banking specialist
- 60 WPM typing speed
- Excellent time management skills
- Account reconciliation specialist
- SAP expertise
- Fiscal budgeting knowledge
- Invoice preparation
- Accounts payable / accounts receivable
- General ledger
- MS Office Suite
- Bookkeeping
- Payroll
- QuickBooks expert
- Expert in GAAP and statutory reporting

EDUCATION

Montcalm Community College
Sidney, MI • 2015

WORK HISTORY

Chemical Bank - Personal Banker
Belding, MI • 10/2016 - 02/2019

- Advised clients on mortgage, education and personal loans.
- Networked to increase client base and encourage existing clients to expand financial portfolios.
- Maximized revenue through improved sales techniques and branch productivity.
- Created innovative financial solutions to meet customer needs and provide competitive edge.
- Promoted all financial products by maintaining excellent service offering knowledge.
- Handled various accounting transactions.
- Met with clients to generate new business and negotiate contracts.
- Trained and directed 4 new hires during department orientations.
- Executed wire transfers, stop payments and account transfers.
- Processed quarterly Vault and ATM audits with a zero error rate.
- Maintained friendly and professional customer interactions.
- Exceeded quarterly sales goals by 30%.

Chase Bank - Bank Teller
Cedar Springs, MI • 08/2015 - 10/2016

- Sold and cross-sold bank products to new and existing customers.
- Audited fellow teller currency to contribute to dual-control procedures.
- Answered telephone inquiries on banking products including checking, savings, loans and lines of credit.
- Reconciled cash drawer and resolved discrepancies.
- Logged cashier's checks and other transactions to maintain accuracy of account records.
- Built and strengthened customer relationships by leveraging excellent interpersonal and communication skills.
- Rapidly and efficiently prepared customer and ATM cash and change orders.
- Maintained balancing record with 98% rate of accuracy.
- Maintained friendly and professional customer interactions.
- Handled various accounting transactions.

Associates: Accounting And Finance

- Coursework in Economics, Management and Financial Accounting.
- Majored in Accounting.
- Minored in Finance.

- Executed wire transfers, stop payments and account transfers.
- Contacted potential clients to pursue sales and gather funds.
- Executed customer transactions, including deposits, withdrawals, money orders and checks.

Candlestone Golf & Resort - Front Desk Manager

Belding, MI • 06/2013 - 07/2015

- Oversaw all front desk operations with an eye for hotel reputation, staff productivity and operational efficiency.
- Supervised front desk operations to ensure that all guests received superior customer service from hotel employees.
- Verified accuracy of financial data.
- Checked guests in and out of the hotel, made reservations and processed payments.
- Balanced hotel accounts at the end of the day.
- Conducted financial audits on a scheduled basis.
- Sorted mail and other important data.
- Trained new staff on correct procedures, compliance requirements and performance strategies.
- Anticipated guests' needs and responded to all requests within a reasonable amount of time.
- Investigated auditing discrepancies by reconciling cash drop and credit card transactions.
- Efficiently resolved guest complaints and ensured that issues were addressed promptly.
- Prepared weekly employee work schedules for 7 team members.
- Supervised 7 administrative and clerical personnel.
- Ran reports detailing daily actions, including guest numbers, accounting expenses and income and room service usage.