

Bobbie Sisneros

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Objective

Seeking a position to enhance my experience in the Customer Service industry while providing value to my employer.

Skills

- Consistent work history and a strong work ethic.
- Attention to detail.
- Excellent interpersonal skills with the ability to interact professionally with customers and team members.
- Ability to multitask and work under strict deadlines without sacrificing quality and results.
- Strong sense of propriety concerning confidential matters.
- Strong proficiency in Computer Skills: Microsoft Word, Excel, Outlook, Adobe and PowerPoint.
- Office Management, Records Retention and Management.

Education- GED

Employment

Summit Staffing January 2013-Present

Temporary Staffing Associate- Assist in various Companies to provide quality work in different areas as needed.

- Kaiser Permanente – Customer Service Associate.

Provide Customers with various Information on their Health Benefits and needs.

- Vortex Doors – Admin Assistant

Customer Service Rep, Billing and Collections Assoc, Dispatch Tech, Sales and Marketing Rep.

Wells Fargo Bank October 2002-January 2012

Production Administrator RETECHS

- Started in the Cash Vault area as a Vault Teller.
- Processed Customer's deposits making sure they are balanced with deposit slip.
- Balanced all money received from the Vault Teller in amounts of \$10M-\$30M
- Prepare ATM money and cash letter for the FED in amounts ranging between \$2M-\$3M.

Successfully transitioned to a teller position at a local branch.

Currently have 7+ years in the Commercial Real Estate Department.

- Perform administration work ordering appraisals for Commercial Projects, Builder Lines Of Credit and Evaluations,

Including Regional, Wholesale and Specialty Groups such as SBA 7A, 504 and Watch list Lending Groups.

- • Audit file for data accuracy, integrity as well as make sure Bank is in Compliance with FIRREA and USPAP requirements.
- • Audit all Real Estate requests to make sure they are accurate and help manage the appraisal from start to finish.
- • Processes Accounts Payable for vendors used securing Real Estate appraisals for the Department.
- • Order Supplies for Real Estate Department.
- • Managed and Tracked Personal Tim Off calendar for Real Estate Department.

Norwest Bank February 1996-October 1998

Processor

- • Item Processor in the Proof Department.
- • Processed Customer's deposits on NCR Machine.
- • Ensured all credits and debits balanced.

REFERENCES

Available Upon Request.