

**Suzanne Bouchard**

Windsor, CO 80550

[suzanneb1027@gmail.com](mailto:suzanneb1027@gmail.com), 970-689-0459

**Achievements:**

- At Bank of the West, I've maintained a zero error rate in balancing daily cash deposits and bank vault inventory. Also opened many various types of accounts.
- Another thing I'm proud of achieving at Bank of the West is I always made my sales goals.
- While at Lakeview on the Rise I was successful in building a great repour with the tenants.
- Palmer Properties allowed me to learn about, or progress in many different aspects of commercial real estate.

**CAREER HISTORY:**

*Relationship Banker*

Bank of the West - Loveland, CO

June 2022 - Present

- Opened new customer accounts, including checking, savings, lines of credit, and loans.
- Processed sales referrals and promoted bank services and products.
- Processed cash withdrawals, deposits, treasury, tax, and loan payments.
- Delivered prompt, accurate, and excellent customer service.

*Leasing Representative*

Lakeview on the Rise - Fort Collins, CO

December 2021 – June 2022

- Managed affordable tax credit property operations.
- Handled resident inquiries, applications, and approvals, including credit/background/criminal checks.
- Processed rent payments, maintenance calls, and resident recertifications.

*Assistant Property Manager*

Palmer Properties - Fort Collins, CO

April 2013 - November 2021

- Managed administrative tasks, including mail distribution, filing, and office supplies.
- Assisted with maintenance staff scheduling and payroll processing.
- Handled vendor and tenant communication, work orders, and invoice processing.

*Delivery Driver/Dispatcher*

Palmer Flowers - Fort Collins, CO

July 2012 - July 2015

- Conducted daily floral deliveries and maintained the delivery vehicle.
- Ensured compliance with delivery instructions and fuel policy.
- Achieved and exceeded productivity targets and quality standards.

*Financial Service Rep*

Adams Bank & Trust - Fort Collins, CO

April 2007 - October 2013

- Opened new customer accounts, managed sales referrals, and promoted bank services.
- Achieved error-free balancing of cash deposits and bank vault inventory.
- Processed various financial transactions, including withdrawals, deposits, and payments.
- Provided exceptional customer service and occasionally served as Branch Manager.

