

# Maxine Curry

## Bank Manager

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### PERSONAL SUMMARY

Maxine is passionate about working with the best people and offering customers the best service. She is a cheerful, ambitious and enthusiastic individual whose career to date has equipped her with the skills and experience needed to manage a successful banking operation. She is the type of person who gets a kick out of going above and beyond the call of duty and has the proven leadership skills along with the necessary tenacity required to get the most demanding of jobs done. Right now she is looking for an opportunity to build a career with a company that has a friendly, flexible working environment where she can learn, develop and thrive.



### CAREER HISTORY

#### **High Street Bank - Coventry**

BANK MANAGER Sep 2014 – Present

Responsible for providing supportive and effective management to staff within all areas of their responsibility. Also in charge of ensuring that staff comply with all required professional banking related codes of conduct.

#### **Duties:**

- Conducting performance reviews & recommending salary adjustments for those bank staff who have excelled.
- Scheduling staff shifts, lunches, breaks and time off in a way that achieves optimum customer service.
- Ensuring that operational duties such as cash advances and official check verifications are properly completed.
- Coaching branch staff on ways to increase sales and provide high quality customer service to everyone they meet.
- Continually striving to create profitable business through pro-active cross selling & relationship enhancement.
- Working with all bank staff to resolve out of balance situations and to improve accuracy in every transaction.
- Ensuring that members of staff correctly interpret and implement any instructions given to them whilst at work.

**Marketing Company - Coventry** DUTY MANAGER Jun 2012 - Sep 2014

**Distribution Company - Leeds** TRAINEE MANAGER Jan 2010 - Aug 2012

### PROFESSIONAL SKILLS

#### **Management**

- Strong credit analysis skills in personal cash flow & general credit analysis skills in the field of business cash flow.
- A commercially savvy and customer focussed individual who goes the extra mile to get a job done and get results.
- Ability to write routine correspondence and communicate effectively and tactfully with employees & customers.
- Producing and analysing detailed financial information to initiate successful business strategy plans for the future.
- Strong banking related supervisory, sales, organizational, communication, conflict management & computer skills.
- Open to constructive feedback & always listening carefully to what employees have to say about the company.

#### **Personal**

- Open minded and have the ability to see the big picture not matter how complicated or confusing things get.
- Adhering at all times to the strictest interpretation of all relevant Codes of Practice and Professional Conduct.
- Superb communication skills & able to develop good working relationships with colleagues and other managers.

### ACADEMIC QUALIFICATIONS

**South East University** 2006 - 2009 Business Management Degree

**North East College** 2005 - 2006 Diploma in Management

**Sparkbrook College** 2004 - 2005 Diploma in Business Administration

**Sparkbrook College** 2004 - 2005 Diploma in Marketing

**Coventry School** 2000 - 2004 A levels: Maths (A) English (B) Technology (B) Science

REFERENCES - Available on request



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