

## SUMMARY OF QUALIFICATIONS

- Leadership of direct reports in conjunction with divisional partner relationships in consumer banking atmosphere to strategize and execute sales and operational strategies
- Sales, customer service and underwriting experience with consumer and small business loans
- Project management experience working with region and district staff to coordinate events

## EDUCATION

**University of Colorado at Boulder – Leeds School of Business** **Boulder, CO**  
Master of Business Administration candidate, Finance and Real Estate emphases May, 2015

**University of Colorado at Boulder – Leeds School of Business** **Boulder, CO**  
Bachelor of Science in Business Administration, Accounting emphasis May, 2009

- **Activities and Awards:** Dean's List for Eight Semesters, Member of Beta Gamma Sigma National Honor Society– Top 10% of Class

## EXPERIENCE

**U.S. Bank** **Denver, CO**  
*Assistant Branch Manager* *August, 2009 – May, 2013*

- Managed nine direct reports in a branch with a \$60 million loan and \$140 million deposit portfolio.
- Grew branch from last place among peer group to consistent 1<sup>st</sup>/2<sup>nd</sup> place during 2012 earning Pinnacle award while maintaining 104% average revenue-to-goal percentage.
- Prepared branch for regular audits while maintaining sales goals.
- Maintained and grew relationships with 6 branch partners including 3 housed within the branch.
- Permanent placement from Leader Development Program, 2011
- Hired into first organization-wide Leader Development Program with a class of 55 across the nation, a fast-paced program oriented towards building, maintaining and leading an effective team.

**TransFirst** **Broomfield, CO**  
*Settlement Representative* *August 2005- May 2008*

- Communicated with the IT department and vendors to maintain smooth flow for the processing of file transactions for a company with \$800 million annual revenue and \$26 billion processing volume.
- Resolved major issues related to file loading, such as corrupted files, disconnected and malfunctioning servers and files not being transmitted or being transmitted improperly.
- Corresponded with high level managers, including the Director of Programming, Director of Settlement, and the Chief Technology Officer of a major vendor.
- Prepared and balanced daily bank statements and reconciled reports.

**MAJR Financial** **Lakewood, CO**  
*Collections Representative* *June 2003- May 2005*

- Booked and entered new loans sent in daily from vendors across the United States specializing in Kirby vacuum and high-end electronics equipment
- Conducted collection and skip tracing efforts to collect on defaulted loans
- Worked closely with internal legal department as well as other legal offices MAJR partnered with

## ADDITIONAL INFORMATION

- Excellent prioritization skills while accomplishing multitude of tasks
- Strong writing and communications skills
- Dedicated time volunteering for College Summit Colorado and Teach Children to Save