

SW368 – Branch Management/HR Administration/Customer Service

More than 20 years' extensive experience in the banking industry. Began as a teller and has served as head teller, assistant branch manager, customer service representative and HR administrator/bank officer, in which role have run a one-person department and overseen all responsibilities related to HR.

Seeking a position in southeast Georgia, including Brunswick, Savannah and anywhere near the coast.

Passionate about excellent performance and customer satisfaction, whether taking care of customers or the employees.

Summary of skills:

- Customer service
- Office administration
- ADP
- Microsoft Excel, Outlook, Word
- Benefits administration
- Compliance reporting
- Payroll
- Human resources: All facets including new hires, onboarding, terminations, etc.