

Cynthia Marie Geary
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Key words: Loan officer. First Union Bank intern. Customer service. Loan processing. Teller. Data processing. Account reconciliation. Loan applications. Tax reports. Cash in-out statements. Quattro Pro. Excel. Peachtree Accounting. Lotus 1-2-3. Microsoft Office 97. Finance major. Bachelor's degree. Top 10 percent of class. Winthrop University, Rock Hill SC. Written and oral communication skills. Leadership experience. Detail-minded. Able to relocate.

Objective: An entry-level position in banking, preferably in a loan department, with eventual advancement to upper-level position in lending services.

Education: Winthrop University, Rock Hill, SC, 1994-1997.

Finance major. B.S. in Business Administration awarded December 1997.

GPA in major 3.65/4.0 scale.

Howard Lee Lawrence Scholarship for Future Bankers, 1996-97.

Winthrop University Presidential Scholar.

Experience: First Union Bank, Charlotte NC, Fall 1997.

Internship experience rotating through personal and commercial loans departments and trust department. Worked with a number of document/software programs. Designed software applications for records tracking. Compiled data and wrote reconciliation reports.

First Bank of Sumter, Sumter SC, Summer 1997.

Teller. Customer interaction, document handling, account reconciliation.

Part-time and summer jobs to pay for 65% of college tuition, 1994-96.

Activities: American Management Association, Winthrop University Chapter.

Vice-President, 1996-97.

Association of Ebonites. Nominating Committee Chair, 1997.

Phi Kappa Phi Honorary Society.

Sisters for Success Teen Mentoring Program 1995-present.

Greater Rock Hill United Way volunteer collector, 1996-present.

First Reformed Bible Church of Fort Mill, Youth Board of Advisors, 1997.

Orientation Assistant, 1995.