

Theodore Hammond Jr.

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Professional Summary

Perceptive Bank Project Manager who meets client needs with solid knowledge of banking procedures. Skilled in the preparation and execution of complex banking projects and transactions while adhering to applicable banking regulations. Specialize in timely project completion.

Core Qualifications

¥ Adept at coordinating and completing individual and corporate banking projects

¥ Strong knowledge of banking and accounting procedures

¥ Ability to interrupt and resolve numerous banking and financial issues

¥ Proficient in the use of MS Project Ms Office and related software programs

¥ Excellent problem solving abilities

¥ Strong verbal and oral communications skills

Experience

Bank Project Manager

7/1/2009 – 9/1/2011

New Parkland Bank

New Parkland, CA

¥ Maintained client communications client to ensure productive relationships.

¥ Ensured accuracy of bank programs and client projects.

¥ Implemented established reporting procedures.

¥ Coordinated efforts with account and portfolio managers.

¥ Prepared budget reports specific to each client project.

Bank Project Manager

9/1/2011 – 1/1/2013

Smith & Jones Financial Group

New Parkland, CA

¥ Developed short-term and long-term project goals.

¥ Maintained a database of banking clients and associated projects.

¥ Prepared periodic project status reports.

¥ Nurtured productive relationships with external vendors.

¥ Initiated an employee mentoring program with incentives for meeting project goals.

Bank Project Manager

1/1/2013 – Present

Paradise Financial

New Parkland, CA

¥ Resolved project issues and maintained ongoing communications with clients.

¥ Prepared status reports and project budgets.

¥ Established project goals and made adjustments as needed.

¥ Presented detailed project plans and proposals to upper management for approval.

¥ Coordinated with vendors and clients on various projects.

Education

Bachelor of Science – Business Administration

2007

University of California

New Parkland, CA

Bachelor of Science – Finance

2010

University of California

New Parkland, CA