**Banking Operations Manager Resume**

Myron Berger
4274 Hillview Street
Columbia, SC 29201
(111)-727-7657
[email]

**Job Objective** Seeking a position in which to enhance my career as Banking Operations Manager by becoming a valued member of your team.

**Highlights of Qualifications:**

* Huge experience in managing all retail mortgage sales and operations
* Huge knowledge of bank products and services
* Operational knowledge mortgage platforms, products and regulations
* Wide knowledge of retail banking operations and associated regulations
* Immense ability to work on multiple projects in a fast paced environment
* Proficient with bank back office processes and systems
* Familiarity in handling confidential information

**Professional Experience:**

Regional Banking Operations Manager
Capitol Bancorp Ltd., Columbia, SC
October 2008 – Present

* Provided support to various branches of all assigned regional branches in network.
* Coordinated with management for various retail and bank operations and developed various branch operational program.
* Coordinated with market presidents and ensured program provides support to sale efforts in market.
* Supervised working of everyday activities and ensured compliance to all bank procedures.
* Developed new processes to ensured efficient working of system according to necessary timeline.
* Managed braches and performed regular visits and participated in various meetings and conferences for branches.
* Assisted market presidents in evaluating process and provided resolutions if required.

Operations Supervisor
J.B. Hunt, Columbia, SC
August 2003 – September 2008

* Assisted in organizing various activities to ensure proper workflow in operations department.
* Developed and implemented departmental policies and procedures.
* Maintained and monitored department budget and ensured smooth functioning.
* Ensured compliance to all department goals and objectives in work.
* Monitored quality activities and assigned work to employees in functional areas.
* Coordinated with staff and ensured achievement of all company goals.

**Education**

Bachelor’s Degree in Business Administration: Banking
Peru State College, Peru, NE