


BRANCH MANAGER RESUME

By Resume Genius

 (212) 342-8965

 City, state, zip code

 your.email@gmail.com

 linkedin.com/in/your.profile/

EDUCATION

Master in Business Administration

Fordham University, Bronx, NY
20XX – 20XX

Associate Degree in Finance

Concordia University, Ann Arbor, MI
20XX – 20XX

RELEVANT SKILLS

Finance service management

Financial resources allocation

Compliance controls

Risk analysis

Team leadership

Cross-functional collaboration

Customer support

Relationship building

PROFESSIONAL SUMMARY

Diligent and resourceful professional with 6+ years of experience managing branch operations at two financial services multinationals. Track record of increasing client base and attaining high satisfaction at all levels. Adept at leading direct and indirect reports, delivering punctual services, and managing compliance. Instrumental in collaborating with cross-functional teams and personnel to provide maximum assistance to clients in resolving financial issues.

WORK EXPERIENCE

March 20XX – Present

Branch Manager

JPMorgan Chase & Co., New York, NY

- Lead team of 25 direct and 40 indirect reports to manage various tasks associated with risk and transaction management
- Develop and implement policies and procedures to maintain compliance with regulatory financial service standards
- Attained 98% customer satisfaction rate in branch feedback surveys by delivering on-time and high-quality service
- Source appropriate partners for clients as per their business requirements and vision

December 20XX – February 20XX

Branch Manager

Wells Fargo, New York, NY

- Delivered specialized financial planning to diverse client base by liaising with local organizations and industry experts
- Provided optimal assistance to customers in opening, checking, and closing accounts
- Optimized branch operations by leading continuous improvement initiatives and implementing new processes
- Managed \$3M line of credit in client's investment account portfolio
- Fostered strong relationships with key clients, resulting in 20% increase in business expansion and revenue growth