

# Roxanne Peterson

"In a world where you can be anything, be yourself"

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## EXPERIENCE

### **First South Bank, New Bern NC**—Branch Manager

February 2016–Present

Day to day operations of bank operations, sales, audits, reports, trust, estates, deceased handling, account opening, cash handling and rapport building.

### **Wells Fargo Dealer Services, Winterville NC** — *Operations Processor II*

August 2015 - February 2016

Deceased handling, filing probates, title mods, estates, payment processing, operations, customer service.

### **Bank Of America, Washington NC** — *Senior Personal Banker*

October 2008 - October 2013

Sales, relationship building, cash handling, coaching, auditing, role plays operations.

### **H&R Block, Daytona Beach FL** — *Client Service Coordinator*

December 2007 - April 2008

Reservations, check printing, customer service, operations, consulting.

## EDUCATION

### **Eastern Community College, Trinidad And Tobago** — *Business Management*

September 2003 - June 2004

### **St. Augustine Senior Comprehensive, Trinidad And Tobago** — *H.S.D.*

September 2001 - May 2003

## PROJECTS

**Developmental Growth** — *Going that extra mile to make a difference.*

## SKILLS

Leader, team player, ability to get the job done, very hard worker, computer literate, adaptable, accountable, knowledgeable.

## AWARDS

**Top Performer for Bank Of America Northeast achieving 200% x's goal. Admirals clubs 2016 award for top performer at First South Bank. 2016 Shipmates award at First South Bank.**

## LANGUAGES

English

