

# Christine M. Lynd

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EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
**Bachelor of Business Administration, 2014 | Major: Business Management**  
GPA: 3.31 | Dean's List

## ACTIVITIES & AWARDS:

- Volunteer at Cat's Bridge to Rescue, August 2011-present
- Volunteer fire fighter at Newport Fire Co., March 2009-present (inactive duty)
- Received "Rock-Star Award" for the highest sales in the EPA region

EXPERIENCE: FIRST NIAGARA BANK, Feasterville PA Sept 2008-Aug 2011  
**Back-Up Head Teller**

- Highest ranking sales referrals in EPA region (130+ offices)
- Assist 100+ customers per day
- *Responsibilities include:*
  - Train new hires and create weekly schedule
  - Robbery and counterfeit money detection training
  - Design relevant and professional sales slogans
  - Sole control of the ATM, alarm codes and keys
  - Proactively greet customers in a professional manner
  - Track sales goals ensuring goals were obtained
  - Cultivate lasting customer relationships by cross-selling products
  - Knowledgeable in the company selling process

NORTHERN MECHANICAL CO. INC., Trevoose PA Jan 2012- present  
**Office Assistant**

- *Responsibilities include:*
  - Handle all phone and e-mail inquiries
  - Organize incoming and outgoing information
  - Communicate with company personnel, customers and vendors
  - Schedule meetings and conference calls
  - Maintain management calendars and deadlines
  - Verify expense reports and obtain travel approvals
  - Process incoming and outgoing mail
  - Research issues and concerns as needed
  - Order and maintain office supplies inventory
  - Organize and maintain contracts including bids, submittals and O&M manuals

## SKILLS:

- Conduct research and compile data into report form
- Knowledge of computers and software applications
- Knowledge of banking systems
- Establish and maintain filing systems
- Strong work ethic and motivated to exceed expectations
- Highly organized and detail oriented
- Certified EMT-B July, 2008-present
- CPR certified, October 2004-present