

# Kimberly M. Wilson

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## EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: May 2015*  
Major: Accounting

## EXPERIENCE

TD BANK, Mt. Laurel, NJ

May 2010 - present

### **Investigator I, Anti-Money Laundering**

- Conduct investigations of customer transactions which may be of concern to TD Bank within accounts held in over 1,300 branch locations from Maine to Florida.
- Evaluate account activity for potential money laundering, terrorist financing, elderly abuse, Ponzi schemes and other financial crimes.
- Extensive use of MS Excel and bank proprietary software to analyze trends, compare historical records and conduct data mining to compile management reports and notify law enforcement of accounts of interest.
- Recognized and promoted two times within 16 months.
- Extensive use of PowerPoint and Excel to compile bi-weekly production and trending reports for management review.

### **Financial Services Representative and Teller**

- As a Financial Services Representative, offered fixed annuities and life insurance to customers, opened between 50 and 80 new personal and commercial accounts per quarter, took loan applications and assisted customers with banking questions and concerns.
- As a Teller, processed a daily average of 150 customer transactions including deposits, withdrawals and processing money orders and official check purchases, processed credit card applications, settled the main vault, ATM and the branch and verified money.

COACH FACTORY STORE, Lahaska, PA

Seasonal, 2011-2013

### **Sales Associate**

- Provided sales and retail support to outlet store of luxury leather goods in a location with more than \$50,000 average daily sales.
- Reconciled point-of-sale receipts, cash handling, customer service, and overall facilities maintenance.
- Assisted with displays, signage placement, promotions and other merchandising including processing shipments and inventory.

SHERATON HOTEL, Langhorne, PA

January 2010 - May 2010

### **Sales Support and Lobby Ambassador**

- Provided sales support and guest services for a 250 room hotel located near Sesame Place.
- Greeted guests, monitored lounge for supplies and worked closely with bell staff and housekeeping to resolve guest concerns.
- Assisted Sales Director and General Manager with executive office duties including extensive use of Excel to track group sales and 30-60-90 forecast.
- Contacted clients for group catering event follow-up and confirmed banquet event orders for group events, corporate receptions and other events.

## SKILLS

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