

SASHA BUDDLE

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OBJECTIVE

Seeking a job opportunity to learn new skills and improve the one I have acquired for growth

PROFESSIONAL EXPERIENCE

U.S ARMY, UNITED STATES

Supply Specialist, February 2005 - Present

- Tour in Afghanistan where I earned a great deal of experience in my Military Occupation Skill (MOS).
- I was responsible for maintaining my unit Property Book that encompassed over Seventy Four million dollar in U.S Asset. This took a lot of organization, at times my MOS was very demanding, but I maintained a positive attitude through the ever-changing logistical field.
- I was responsible for ordering and keeping track of orders by using various forms and websites but not limited to receiving, inspecting, inventorying, loading, unloading, segregating, storing, issuing, delivering and turns-in organization and installation supplies and equipment
- I prepared documents that were essential for transfer of unit equipment that supported details of what equipment I was gaining and/or losing.

NOVA BANK, BERWYN, PA, UNITED STATES

Teller/Customer Service Representative/Corporate Front Office Coordinator, September 2007 – October 2012

- Very flexible working between Corporate Business Banking to Branches opening various Accounts and completing everyday Banking.
- Filling in positions as high as Business Centre manager, assisting customers with questions, concerns completing request.
- I was knowledgeable in my areas of duty assigned which allowed me to do informal staff training with new employees.
- As a floater I have had the opportunity of working in all Nova Bank braches at least once, being an effective team player and a compatible staff member with a very flexible availability I was Nova Bank's incomparable floater.
- Assisted Human Resources with onboarding paperwork

COMMERCE BANK, PLYMOUTH MEETING, PA, US

Assistant Head Teller July 2006- Sept 2007

- Provided technical and managerial support to the teller staff.
- Trained teller staff on product features and benefits.
- Monitored and assisted tellers with customer problems, complaints and inquiries.
- Provided overrides for teller staff as needed.
- Provided feedback to the Branch Manager/Assistant Branch Manager.
- Managed Teller resources to minimize customer wait time.
- Assisted Tellers with out-of-balance reconciliations ensuring appropriate corrections are made.
- Informed and updated team about all operational, procedural and policy changes.
- Identified red flags to detect fraud and prevent losses to the Bank.
- Ensured all transactions performed are in accordance with established policies and procedures.
- Assisted with teller work schedules, enforcing teller policies and procedures.

EDUCATION

Business Management A.A.S

- Montgomery County Community College, Blue Bell, PA

Human Resources Management B.S in progress

- Temple University, Philadelphia, PA

ADDITIONAL SKILLS

- Leader with strong project management and organizational skills
- Proven ability to improve productivity and enhance quality.
- Motivated, hardworking and able to prioritize
- True team player
- Computer proficiency in Microsoft Office and Internet research
- Excellent customer service skills