

# RAYMOND D. STRACCIONE

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XXXX South 16<sup>th</sup> Street / Philadelphia / PA / 19145 / 267.XXX.XXXX

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**EDUCATION:** TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA  
*Bachelor of Business Administration, Graduation: May 2016*  
*Major: Human Resource Management*  
Cumulative GPA: 3.00      Major GPA: 3.34

COMMUNITY COLLEGE OF PHILADELPHIA, Philadelphia, PA  
*Associate in Arts, Graduation: December 2013*  
*Major: Business Administration*  
GPA: 3.13

**EXPERIENCE:** SUN FEDERAL CREDIT UNION, Philadelphia, PA      April 2012 – Present  
**Loan Officer/Member Service Specialist**

- Managed all loan related tasks including incoming loan requests and underwriting, maintenance on existing loans, and credit reviews resulting in an average of \$1.1M in loan volume annually
- Provided members with financial education coaching such as credit report analyst and counseling resulting in an increased average credit score of 40+ points
- Serviced various types of accounts such as savings, checking, certificates, and cash management
- Coordinated Wealth Management program activities and led related training sessions resulting in increased quality referrals to the program
- Assisted with onboarding activities such as training, shadowing, and providing support to new employees during probationary period resulting in well versed employees and increased retention

NOVA BANK, Philadelphia, PA      May 2010 – April 2012  
**Floating Branch Supervisor**

- Performed human resource functions such as group interviewing potential hires and training staff on policies, procedures, and federal banking regulations
- Gathered daily reports such as High Dollar, Overdrafts, and ATM Fraud
- Performed operational tasks such as teller audits, facility check lists, and scheduling
- Serviced various types of accounts such as savings, checking, certificates, and IRAs

PENNSAUKEN CHECK CASHING, Philadelphia, PA      February 2009 – May 2010  
**Head Teller**

- Responsible for training and development of teller staff
- Sent and received cash orders from Brinks
- Made daily check deposits to the bank via Remote Deposit
- Master key holder to twelve locations

UNITED CHECK CASHING, Philadelphia, PA      January 2004 – February 2009  
**Manager**

- Interviewed potential hires and provided functional and service training to new staff
- Made weekly cash deposits of \$20,000 or more to the bank
- Performed basic accounting including, but not limited to, keeping track of store account balances, paying monthly bills, tracking all income, expenses, and payroll

**ACTIVITIES:**

- Member, TU Leadership Development – January 2016 - Present
- Member, TU SHRM, September 2015 – Present
- Member, Society for Human Resource Management, September 2012 – Present

**SKILLS:**

- Advanced skills in Microsoft Office, including Word, Excel, Outlook, and PowerPoint
- Strong written and verbal communication skills