

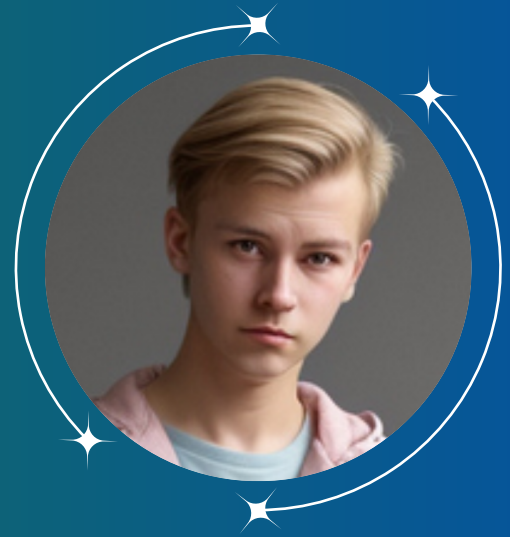
Cory Molinari

Banking Secretary

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United States, Philadelphia, PA



A highly organized and dedicated Banking Secretary with experience supporting banking professionals with administrative tasks, document preparation, and customer service. Adept at managing daily operations, handling confidential financial data, and ensuring smooth communication between departments.

Experience

June 2020 - Now

Banking Secretary

First National Bank / United States, Philadelphia, PA

- Provide high-level administrative support to banking officers, including scheduling meetings, managing daily calendars, and organizing correspondence.
- Process financial transactions and prepare reports on customer accounts, transactions, and financial statements.
- Handle confidential client information with discretion, ensuring compliance with regulatory requirements and internal policies.
- Maintain filing systems and organize banking documentation, including loan agreements, contracts, and account forms.

August 2016 - May 2020

Banking Administrative Assistant

Citizens Trust Bank / United States, Philadelphia, PA

- Supported a team of banking professionals in managing office operations, customer service, and clerical duties.
- Prepared and organized reports on financial activities, including deposits, withdrawals, and account summaries.
- Scheduled and confirmed appointments for executives, ensuring that banking schedules were maintained and optimized.
- Assisted with processing banking forms, including loan applications and credit reports, ensuring all paperwork was accurately completed.

Education

Associate Degree in Business Administration

2012 - 2016

Philadelphia Community College
United States, Philadelphia, PA

Certified Banking Secretary

Institute of Financial Services (IFS)
2021

Skills

Administrative Support ●●●●●

Banking Procedures ●●●●●

Confidentiality ●●●●●

Software Proficiency ●●●●●