

Socorro Biridiana Mendoza

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Objective - Permanent/long term challenging opportunities; Full time Employment.

Summary of qualifications – Computer experience, Legal Experience, administrative and Finance field as well as banking, bilingual (English and Spanish), organized and detailed.

Work experience

First National bank Texas – Assistant Branch Manager Hobbs N.M

03/2013-09/2015

Calendaring/scheduling appointments; answering phone calls, greeting, assisting and processing clients with eligibility applications for first National Bank Texas; English/Spanish translations interpretation in office and on the phone.

Established professional client relationship and sold them banking products.

Assisted in administration of bank and completed transactions in real time.

Assesses and evaluated financial circumstances and promoted bank's services.

Authorized and reviewed overdrafts and loan.

Assist customers with questions regarding their account.

Authorized and reviewed overdraft and loans.

Process excellent customer service and sales techniques.

Process new hire paperwork and interviewed potential employees.

Supervise tellers and assist with transaction and complications.

Meeting daily sales goal.

In charge of collections and making phone calls.

Teller – Wells Fargo Hobbs N.M

Nov 2015/2016

Oversee compliance with money handling and safety box procedures.

Ensure security measures are followed at all times.

Mentor new tellers on sales and techniques regulations and bank procedures.

Reconcile daily batches and resolves variances.

Cashing checks for account holders as well as non-account holders.

Offering products such as credit cards, opening new accounts.

Meet daily sales goals.

Money transfers, deposits and processing payments

Meeting daily sales goals.

Closing procedures.

New Mexico Department of public safety hired by an agency not with the State of New Mexico Directly.

Port revenue agent. June 8th 2016/DEC 6th of 2018

Oversees the resolution of any tax issues related to commercial trucking.

Assisting customers regarding the taxation and Revenue web site and closed highways as well as assisting with names of roads and highways.

In charge of selling permits to truck drivers who are not in compliance with the taxation and Revenue department of the state of New Mexico.

In charge of checking USDOT number for trucks that go through the port of entry.

Processing and balancing end of daily reports for the Taxation and Revenue department.

LAW Office OF ROSS R. BETTIS

01/07/19/-05/08/19

Maintained effective case management system, track conflicts, spot and report on potential errors, develop reports. Prepared civil complaints, as well as motions and e-filing it. Prepared legal correspondence, drafted legal documents including but not limited to Motions, Pleadings, Subpoenas, Wills, Power of Attorney's. Developed and maintained close client contract, conducted interviews, conveyed information on case status and legal process, ensure court appearances, schedule attorney's appointments. Communicated on behalf of attorney with court staff, district attorney's, law enforcement, jails and prisons, public at large.

Education

High School Graduate from Trevor Browne H.S Phoenix A.Z

Finance and Banking Graduate 2 years at Metro Tech Technical School.
Phoenix A.Z

Skills

Proficient in Microsoft Office programs – Collections expertise, money handling experience, Excellent people skills, Data entry, Invoicing, Negotiation Skills, leading and delegating abilities.

Qualifications

Proficient in English and Spanish, Reliable, Team player, Honest, Responsible, Excellent multi tasker, Work well under stressful situations, Self-Motivated, Hard worker, Accurate and detailed oriented.

References upon request.

