

Karen Marie Lewis
506 S. Church Street
Salisbury, NC 28144
(704) 267-4263 Cell
(704) 212-7569 Home

Education

1988-1990 Associate of Arts Degree, Major Travel & Tourism

Employment

2006-2007 Customer Service Agent, US Airways

Drive the jetway bridge to meet the aircraft. Board and deplane the passengers.

Cancel and change itineraries

Print reports for Captain and crew.

2005-2006 Teller Supervisor, Nature Coast Bank

Supervise the teller line.

Order currency for branch. Replenish and balance the ATM weekly.

Conduct monthly audits.

2004-2005 Administrative Assistant, Childhood Development Services, Inc.

Secure details of specialized information, coordinating the office work and providing information regarding the services and operation of the unit.

Take minutes of conferences and meetings.

Utilize spreadsheet software to maintain budgets and inventories of supplies and data based programs.

Update Provider contracts as needed.

Organized Week of The Young Child Festival for Citrus County.

2001-2004 Floater, SouthTrust Bank

Assist clients when opening deposit accounts and loans.

Fill in on teller line or platform side as needed..

Team player with good organizational and communicational skills.

2000-2001 Word Processor, Seminole County Health Department

Register clients for Health Department Clinic.

Process Fimmis for Medicaid and update medical records.

1996-1999 Personal Banker, Wachovia Bank

Opened deposit accounts and serviced existing customers, processed loan applications.

Conducted weekly meetings .

Safe deposit custodian.

Computer Skills: Word, Excel PowerPoint, and Publisher

Volunteer: Junior Achievement, Appalachian Service Project