

ROYCE POORE

royce.poore@gmail.com | (660) 342 - 6644 | Edina, MO 63537

EDUCATION

Truman State University - Kirksville, MO

May 2018

Bachelor of Science in Business Administration; Concentration in Finance

GPA: 3.3/4.0

- **Relevant Coursework:** Corporate Finance, Investments, Strategic Management, Linear Regression, Financial/Managerial Accounting, Principles of Marketing, Operations Management, Electronic Commerce, Organizational Behavior.

EXPERIENCE

The Bank of Kirksville - Kirksville, MO

2016-2017

ATM Department/Bookkeeping

2017

- Managed \$250,000 for an 8 hour shift reloading 21 different ATMs in the bank's service region
- Analyzed machine diagnostics and repaired the machinery accordingly
- Forecasted money needed for a week's worth of business at the ATMs serviced
- Assisted customers that had problems with their accounts such as debit cards, balances, stop payments.

Teller

2016

- Controlled and monitored the levels of cash in the teller drawer and followed all check cashing and cash handling
- Processed customer deposits, withdrawals, and payments
- Increased customer service skills by answering basic customer questions regarding interest rates and bank services

The Southwestern Company - Nashville, TN

2015

Salesperson

- Operated as an independent contractor in direct sales of educational products
- Prospected and approached over 5,500 families from various socioeconomic background
- Established business success principles (i.e. schedule, self-motivation, goal setting, problem solving, critical thinking, discipline)
- Executed all ordering, inventory, sales, accounting, presentation, and delivery of product.
- Relocated to Houston, TX for the summer
- Recipient of the Gold Seal Gold Award for working over 80 hours per week during the summer

ACTIVITIES

Lambda Chi Alpha - International Fraternal Council Social Fraternity

2014- Present

- Served as a member of Executive Board by holding members accountable for paying fines
- Organized 40 members participation and registration in the university's intramural league
- Actively served community through 16 hours of community service per year
- Assisted in the organization and execution of the organization's main philanthropic event of the year which hosted 75 attendees and donated over \$1,750 to Feeding America

Member of Volunteer Income Tax Assistance (VITA) Committee

2016

REFERENCES AVAILABLE UPON REQUEST