

Adam Blevins

1202 Shadelawn Dr., Mount Sterling, KY. 40353
ABlevins080704@hotmail.com - (904)469-4914

Navy veteran with outstanding versatility, interpersonal, and management skills. Adept ability to multi-task in a fast-paced environment while maintaining attention to detail, with exceptional meticulous cash handling experience.

Work Experience

Customer Service Representative

February 2021 -

Present

Central Bank & Trust Company

Winchester,

Kentucky

(Bring in new customers, upsell current customers, prepare weekly shipments, balance till/ cash vault and cash recyclers, lead teller line in sales referral goals)

- Bring in and upsell approximately \$7,000 monthly in accounts
- Prepare weekly cash shipments of roughly \$90,000 to maintain branch cash levels
- Perform monthly and quarterly audits to ensure no losses to the bank, and ensure zero errors
- Input approximately 5 heloc loans, consumer loans, and credit card applications for decisioning monthly
- Coach, train, and mentor three tellers on proper banking guidelines, bank products, and meeting sales goals

Indirect Loan Processor

July 2020 - February 2021

University of Kentucky Federal Credit Union

Lexington,

Kentucky

Adam Blevins (Continued)

(Receive/check-in indirect loans from dealerships, ensuring that all pertinent information is on application, assessing credit reports, manage loan contracts, sending out adverse actions per Regulation B, and communicate with members and dealerships in a timely manner)

- Process approximately 60 indirect loans daily sent by dealerships to ensure that needed information is available on application ranging from vehicle data, date of birth, social security number, monthly income, and employment before being sent to underwriting
- Check-in approximately 17 dealership packets daily to fund roughly \$600,000 worth of new auto loans
- Perform roughly 3 welcome calls daily for new members to help protect the credit union against \$100,000 worth of possible fraudulent losses
- Recommend dealerships to management team to become a part of our Shift Forward program to assist low credit score applicants in qualifying for an auto loan, generating \$70,000 in new business
- Member of beta testing team for new software to be introduced in credit union, helping to find possible issues or bugs to get Indirect department ready for upcoming roll out

Teller

June 2019 – July 2020

Central Bank & Trust Company

Winchester, Kentucky

(Balance out till daily, build a rapport with existing customers and attract new customers to the bank, and sell/cross-sell banking products to both new and existing customers)

- Processing standard teller transactions; including but not limited to, accepting loan payments, cashing checks, accepting deposits, and balancing till daily.
- Processing approximately 18+ transactions per hour with extreme attention to detail.
- Auditing official check and loan check logs to ensure 0 deficiencies for auditing purposes.

Adam Blevins (Continued)

- Opening approximately 5 accounts monthly, bringing in roughly \$400 per new account.

Image Processor

April 2018 – May 2019

Central Bank & Trust Company

Lexington, Kentucky

(Approved and corrected over 300 customers' check images daily, and approved or rejected over \$1.3M worth of mobile deposits made by customers.)

- Responsible for decision making regarding mobile deposits by either accepting or rejecting; looking for possible fraudulent checks, saving the bank approximately \$13,000 monthly in losses.
- In charge of running duplicate detection software on all balanced runs, protecting the bank against roughly \$4,000 daily in over-payment to customers.
- Maintained daily logs to ensure 0 deficiencies to bank customer accounts.
- Keyed all serial numbers, routing numbers, account numbers and dollar amount accurately to make sure all debits and credits equaled daily.

Education

University of Maryland Global Campus

Adelphi, Maryland

Associate's of Art

Graduated December 2019

University of Maryland Global Campus

Adelphi, Maryland

B. S. of Management Studies

(Anticipated Graduation 2023- 108

credits completed)

Adam Blevins (Continued)

Bank Administration Institute

15 Residential Lending Courses

Completed August 2021

Bank Administration Institute

10 Loan Processing Courses

Completed October 2021