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| John Doe | | |
| Summary  Detail-oriented recent graduate with a strong interest in finance and loan processing. Eager to leverage analytical skills and customer service experience to support loan operations.  Work Experience  **Loan Processing Intern May 2022 – Aug 2022**  ABC Financial Services Springfield, IL   * Assisted in processing loan applications, ensuring all documentation was complete and accurate. * Communicated with clients to gather necessary information and provide updates on application status.   **Customer Service Associate Jan 2021 – May 2022**  XYZ Retail Bank Springfield, IL   * Provided exceptional customer service, addressing inquiries related to banking products and services. * Achieved a customer satisfaction rating of 95% through effective communication and problem resolution.   Education Bachelor of Science: Finance Jan 2022 *University of Illinois**Urbana, IL* | Contact  (123) 456-7890  johndoe@example.com  Springfield, IL 62701  Skills  Customer Service  Financial Analysis  Data Entry  Microsoft Office Suite  Attention to Detail  Time Management  Problem Solving  Team Collaboration |