

Chiazokam Ohaletе

Assistant Manager - Pnc Bank

Minneapolis, MN

-Email me on Indeed: <http://www.indeed.com/r/Chiazokam-Ohalete/e8804bf1a166bf5e>

#readytowork

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

CNA - Certified Nursing Assistant

Symphony of Morgan Park - Chicago, IL

March 2017 to March 2019

- Assist clients with activities of daily living .
- check vitals and chat patient progress

Client service rep 2/ Relationship Manager

Bank of America

June 2015 to February 2018

Recognize customers spending's and budgets

- process cash withdrawals, cash advances
- perform specialized tasks such as preparing cashier's checks, personal money orders, issuing traveler's checks and exchanging foreign currency
- receive and verify loan payments, mortgage payments and utility bill payments
- record all transactions promptly, accurately and in compliance with bank procedures
- balance currency, cash and checks in cash drawer at end of each shift
- answer inquiries regarding checking and savings accounts and other bank related products
- identify referral opportunities and make relevant referrals

Department manager

Walmart

June 2014 to March 2015

Responsible for making price changes.

- Responsible for load planning by Ordering produce out of stock from warehouse to keep shelves full and make products available for customers, shelve any new merchandise that comes in that needs to be put out on floor and any overstock that needs to be put in backroom are inventoried.
- Make sure all modular are set and all end caps are set according to corporate planning.
- Responsible for managing department inventory, in-stock position, pricing integrity, merchandising, labor, and other operational processes to Walmart company standards.
- Plan, order, and process produce products according to work plan and standards to maximize sales and gross profit.
- ensured all new department associates received proper training and supervision

Manager

Risk Analyst

February 2011 to February 2013

Provide a methodology to identify and analyze the financial impact of loss to the organization, employees, the public, and the environment.

- Examine the use of realistic and cost-effective opportunities to balance retention programs with commercial insurance.
- Prepare risk management and insurance budgets and allocate claim costs and premiums to departments and divisions.
- Provide for the establishment and maintenance of records including insurance policies, claim and loss experience.
- Assist in the review of major contracts, proposed facilities, and/or new program activities for loss and insurance implication

Customer Service Representative

February 2009 to February 2012

Managed a high-volume workload within a deadline driven environment. Resolved an average of 600 walk in inquiries and complains in any given week and consistently met performance benchmarks in all areas (speed, accuracy, volume)

- Follow up on client for support, re-opening unsatisfactory resolved issues and monitor progress to get a satisfactory resolution.
- Collection of bill payments, migrating and porting lines from other networks to MTN

Education

B.sc in computer science

Oakton community college

2014 to Present

B.sc in computer science

Imo state university

2001 to 2005

Skills

- DETAIL ORIENTED (Less than 1 year)
- EXCELLENT TYPING (Less than 1 year)
- MS OFFICE (Less than 1 year)
- PEOPLE ORIENTED (Less than 1 year)
- TYPING (Less than 1 year)
- Computer Science
- Risk Management

Links

<http://Ng.linkedin.com/pub/Chiazokam-ohalete/46/323/9b4>

Certifications and Licenses

CNA

July 2020 to Present

CPR

Certified Nursing Assistant (CNA)

Assessments

Customer Focus & Orientation — Proficient

April 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [Proficient](#)

Sales Skills: Influence & Negotiation — Completed

April 2019

Using influence and negotiation techniques to engage with and persuade customers.

Full results: [Completed](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills

- Ms office proficient
- Excellent reading and communication skills
- Attentive and patient
- Excellent typing skills
- People oriented
- Detail oriented